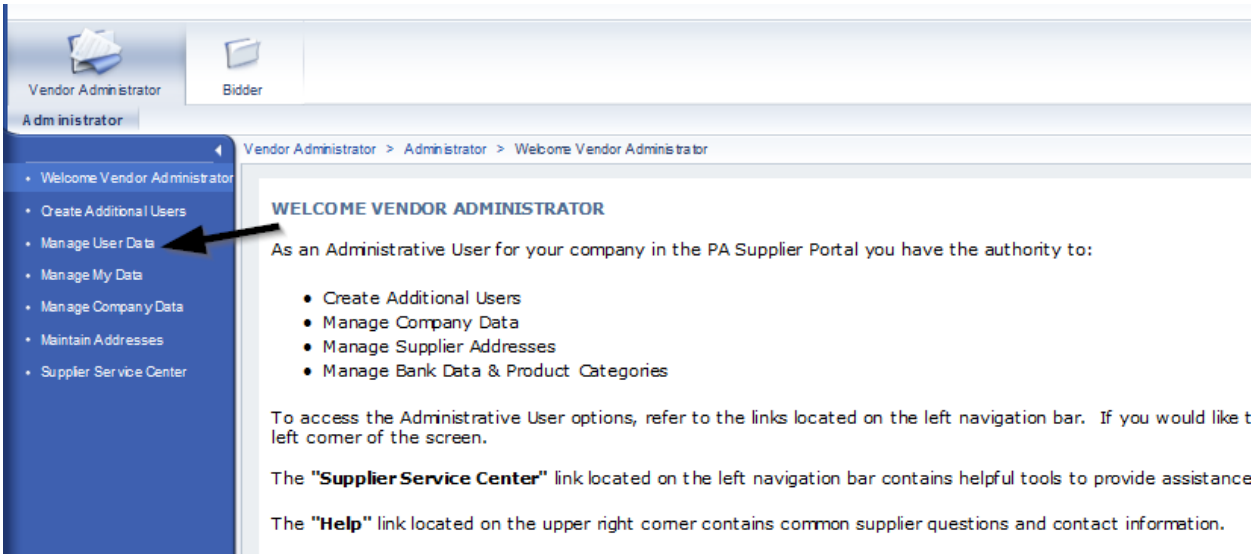
MANAGE USER DATA

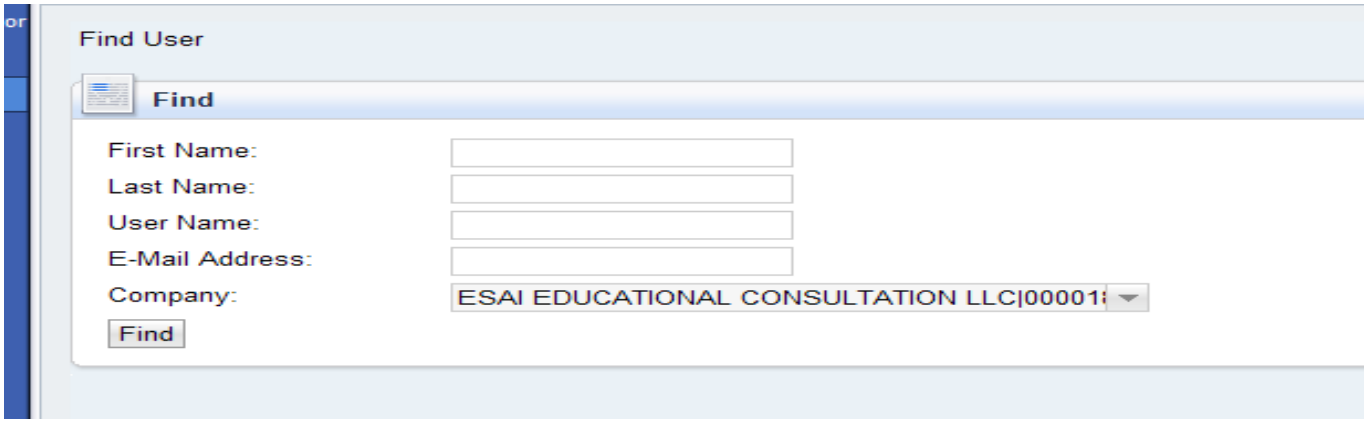
TO REMOVE USERS:

Once logged in as the Administrator, users who no longer work for the company can be deleted. Please follow the instructions below to delete the users:

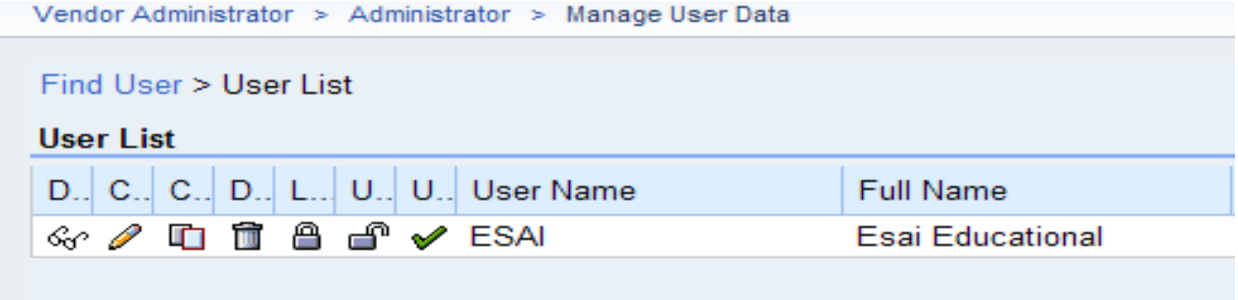
1. Select Manage User Data



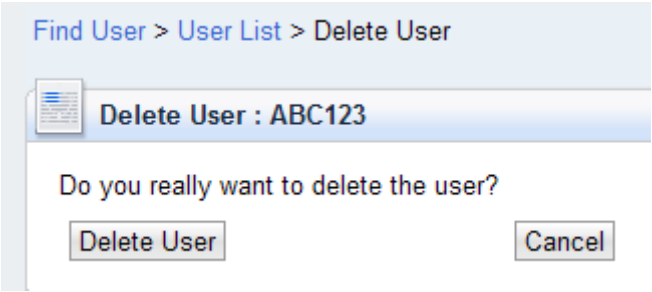
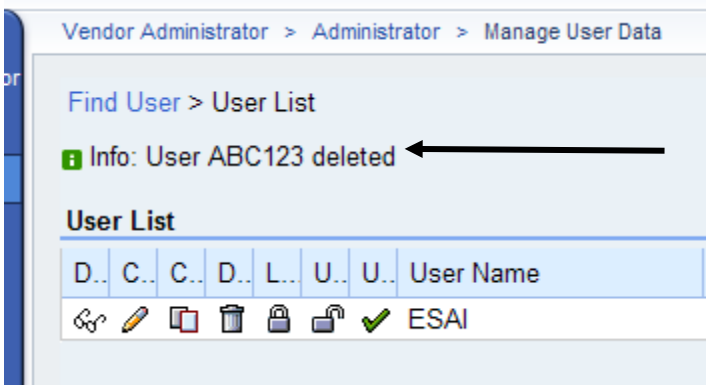
2. Select FIND.



3. After selecting **FIND**, the system will list all users within the company:



4. To delete a user, select the trash can icon next to the user's name that needs to be deleted. Once selected, confirm the deletion



5. A confirmation on the Manage User Screen shows the user was deleted