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Deactivating a User Jay-Ileen (Ai) - 2023-07-21 - Clinic Admin Guides

How to Deactivate/Delete a User

An administrator can deactivate users who no longer require access to the clinical portal.

- 1. On the menu bar, click **Users**.
- 2. You can search for the Clinician or Patient using their Full name or Email address.
- 3. Click Search.
- 4. Under the selected Clinician's Action column, click on **Delete**.

	Dashboard Clinic Rooms	Users Report Audit logs				
USERS						
Users						
ID Full Name	er All stat	us v Allusers v Sele	ect User Role V Select a clinic	Select	a room	Export Providers
Delete	Last login	• User			Room	Action
	2023-06-15 13:12:13	Jake Wallin ID: 29396347 User name: joel			Jake Wallin's Waiting Room	✓ Edit Ci Set out

5. Click on **OK** to confirm the deletion of the account.



Take note, that once deleted, the data can no longer be recovered.

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