everon

Deleting a Staff Account



everon

Log in to the portal (see User guide – "Portal access")

On the home page, to the left, you will see Staff members - click on this: -



You will now see a list of all the locations/sites/schemes, and under each, you will see the number of users who have access to it.

Note: If the user has access to all locations/sites/schemes, they will be in the top box.

Note: If they have access to a specific location/site/scheme, they will be in the box named after it.

Find the user.

Sumber of staffs: 14		
ID	Username	Name
C1320447	1.Test	1 Test. 1 Test

Click on the line and this box will appear: -

irst name:	1 Test	
amily name:	1 Test	
Jsername:	1.Test	
Password last set:	7/6/2023	
ocation:	Everon UK demo (C0212701)	
SM-number:	+447717107744	
mail:		
MS-message language:	English	
light:	Everon Mobile App (EMA)	
Receiver groups:		
larm routes:	Basic (C3212C01)	



Click on modify and then scroll down to the bottom and to the right, you'll see the below: -

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🛅 Delete

This will then appear: -



Click on **Delete**

This task is complete.

If you refresh (F5) your browser and go back into the same location/scheme/site, you will see they no longer exist as a user.