

## Deleting a User

### Summation Express/Pro

- **Deleting a User**

Users can be deleted by an administrator or a user with the right to delete users. If you try to recreate a deleted user, you receive a warning that the user already exists in Summation and was marked as deleted. You can continue to create the user anyway and assign user rights as if they are a new user.

1. Open the Users tab.

2. Do one of the following:

- A. In the users list, highlight the user that you want to delete. In the User Details pane, click - (delete).

- B. In the users list, check one or more users that you want to delete. Click Delete.

3. In the Confirm Deletion dialog box, click OK. Enter Username, First Name, Last Name, Email Address, Password and Reenter Password.

### Summation iBlaze

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- If you are using Standard security, you can remove a user from the **Administrator Console**. Removing a user from all groups does not eliminate that user's rights because a user who does not belong to any assigned groups is implicitly a member of the *<Unassigned Users>* group and has any rights associated with it.

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1. With the **Case Explorer** in focus, from the **File** menu, select **Administrator Console**. The **Enter Administrator Console Password** dialog is displayed.

2. Type the password. The **Summation Administrator Console** is displayed.

3. In the **AD Summation Users** section of the **Group Admin** tab, select the user who you want to remove. **Note:** You can select multiple users by pressing the **Ctrl** key while you select names from the list.

4. Click **User Options**. A menu is displayed.

5. Select **Remove User(s) from System**.

A message is displayed confirming that you want to remove the user.

- **NT Security**

- If you are using NT security, users cannot be removed from the AD Summation system through the **Administrator Console**. To remove a user from the list of AD Summation iBlaze users on an NT security system, the user must be removed from the NT domain by the NT Domain Administrator. (You can, however, remove a user from one or more groups. With NT security, removing a user from all groups to which that user belongs gives the user no rights in AD Summation iBlaze).