Delete a user

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This guide helps you understand how to delete a user in Stella Care's Administration System.

What does it mean to delete a user?

Deleting a user removes their access to the administration system and all related functions.

This action is typically used when an employee leaves the organization or should no longer have access to the system.

How to delete a user

1. Click on "Users" in the left-hand side of the administration panel.
2. Use the search field to find the user you want to delete.
3. Click on the trash can icon () next to the user's name.
4. Confirm the action to permanently delete the user.

The user will now be removed from the system and will no longer have access.

Tips

- Make sure you really want to delete the user, as this action cannot be undone.
- If you only want to remove temporary access, consider changing the user's permissions instead.
- Only administrators are allowed to delete users in the system.

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