

Delete a Dashboard User - Admin Panel

Purpose

Remove a user's access to the SimboConnect dashboard.

Where to find this

Admin tab → **Dashboard Logins** → in the user row, click the **red cross** icon.

Steps

1. Click the **red cross** in the user's row.
2. In the **Confirm Delete User** dialog, review the **email** and **user type**.
3. Click **Confirm** to complete the deletion. Click **Cancel** if you do not want to proceed.

Result

The user is removed from the Dashboard User List and can no longer log in.

Tips and Good practices

- Delete accounts that are no longer needed to reduce risk.
- Before deletion, check hand-offs for on-call or front desk responsibilities.
- If you only want to block access temporarily, consider a role change or a password reset instead of deletion.

Revision #1

Created 19 September 2025 19:53:05 by Admin

Updated 19 September 2025 19:53:17 by Admin