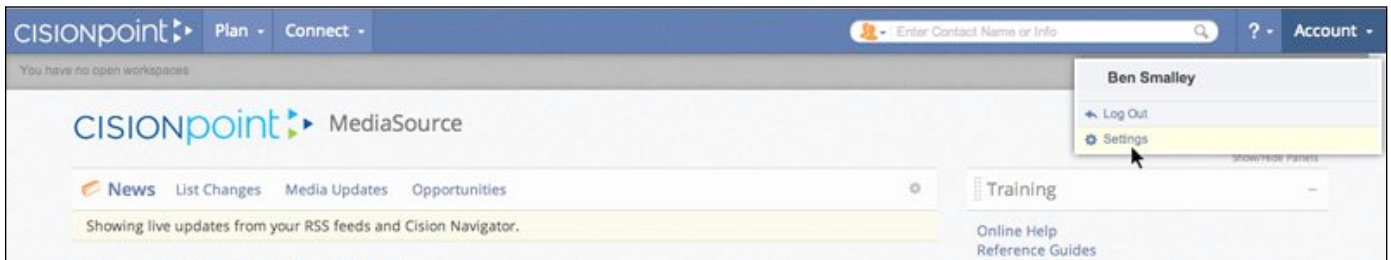


Deleting Users

If you have **Administrator Rights** to your **CisionPoint** account (user type **CA**), you can access **Settings** to create new users on your account, reset user passwords, delete old users and restore deleted content. To access the administration area, click on **Account** and select **Settings**:



The users created on your account display at the bottom of the screen. To delete a user, you first need to change their **Status** from **Active** to **InActive**. To do this, select **Edit** in the **Actions** column to the right of the name of the user you wish to delete:

First Name	Last Name	User Id	User Name	User Type	Status	Project	Location	Last Login	Current Users	Actions
MediaSource	Administrator	3527440	admin@middleeastmediaguide.com	CA	Active	General Project	United Arab Emirates	29/05/2014		Edit Copy Login
Ben	Smalley	3531430	ben@mediasource.me	CA	Active	General Project	United Arab Emirates	28/07/2014		Edit Copy Login
Falasteen	Alkhalidi	6482040	falasteen@mediasource.me	CA	Active	General Project	United Arab Emirates	22/07/2014		Edit Copy Login

The user's details will display - press **Next** to move to the second screen and change the **User Status** to **InActive** - then press **Save**.

User

Permissions and Status

User Type:

NLA E-Clips ID:

User Status:

- Active
- InActive

You can now select the **InActive** user from your list of created users by placing a tick in the box next to their name, and press **Delete Selected** to delete the user from your account:

First Name	Last Name	User Id	User Name	User Type	Status	Project	Location	Last Login	Current Users	Actions
<input type="checkbox"/>	MediaSource	Administrator	3527440	admin@middleeastmediaguide.com	CA	Active	General Project	United Arab Emirates	28/07/2014	Edit Copy Login
<input checked="" type="checkbox"/>	Ben	Smalley	3531430	ben@mediasource.me	CA	InActive	General Project	United Arab Emirates	28/07/2014	Edit Copy Login
<input type="checkbox"/>	Falasteen	Alkhalidi	6482040	falasteen@mediasource.me	CA	Active	General Project	United Arab Emirates	22/07/2014	Edit Copy Login