

# Roadpost Support Center

Portal > Knowledgebase > GeoPro > GeoPro Web App > Web App for Administrators > Options Tab > How-To > Deleting a User from the Options tab [GPv3]

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## Deleting a User from the Options tab [GPv3]

Lu Parente - 2015-10-08 - in How-To

Selecting **Users** from the **Options** tab provides Administrators with the ability to manage user accounts. Managing user accounts consists of **creating new users**, **modifying existing users**, and **deleting user profiles** which are no longer necessary. The Users section presents a list of users, provides the ability to search through the user list, identifies which users are Administrators and Monitors, and allows you to select any user from the list to view their details.

Administrators are identified using the **gears/cogs** icon and Monitors are identified using the **binoculars** icon.



**Note:** To add and remove Administrator or Monitor licenses, you must navigate to the **Options** tab, followed by **Account Management** as these licenses are associated with a billable rate. Users can be created at no additional cost.

This article explains how to **delete an existing user**.

1. To delete an existing user, navigate to the **Options** tab and select **Users** from the list.

### Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request








2. The Users list will be displayed. Select the desired user from the list of users.

Home Devices List View Filter Help Options Log Out

< Options **Users** +

Search [A-Z]


 	<b>LP Admin</b> GeoPro Demo Customer lpadmin@roadpost.com 4162536990 8 October, 2015 12:51:11 PM	>
 	<b>LP Monitor</b> GeoPro Demo Customer lpmonitor@roadpost.com 8 October, 2015 12:40:25 PM	>
	<b>LP User</b> GeoPro Demo Customer lpuser@roadpost.com +14162536990 7 October, 2015 11:12:49 AM	>

3. Select **Delete User Account** from the list.

The screenshot shows a mobile application interface with a top navigation bar containing icons for Home, Devices, List View, Filter, Help, Options, and Log Out. Below the navigation bar, the page title is 'Users' with a back arrow, and the user name 'LP User' is displayed. The user's profile card includes a circular profile picture with the 'Roadpost satcom' logo, the name 'LP User', the title 'GeoPro Demo Customer', the email 'lpuser@roadpost.com', the phone number '+14162536990', and the creation date '7 October, 2015 11:12:49 AM'. A list of management options is shown below the profile card, each with a right-pointing chevron icon. A red arrow points to the 'Delete User Account' option at the bottom of the list.

Navigation Item	Icon
Home	Home icon
Devices	Mobile phone icon
List View	Grid icon
Filter	Funnel icon
Help	Question mark icon
Options	Gear icon
Log Out	Logout icon

**Users** **LP User**

 LP User  
GeoPro Demo Customer  
lpuser@roadpost.com  
+14162536990  
7 October, 2015 11:12:49 AM

- Edit User Account >
- Edit Name, Photo and Citizenship >
- Edit Emergency Contacts and Information >
- Edit Address and Phone >
- Change Password >
- Change Security Question >
- View Assigned Devices >
- Delete User Account >

4. You will then be prompted to confirm the deletion of the selected user. Select **Yes, Delete** to permanently delete the user.

[← LP User](#)

### Delete User

LP USER

Email: lpuser@roadpost.com

Tenant: GeoPro Demo Customer

You are about to delete a user that is assigned to one or more devices. Please note that deleting the user account does not cancel any licenses or services associated with the device.

**Are you sure you want to delete this user?**

This operation cannot be undone.

Yes, Delete

Cancel