



April 5, 2011

Administrator Update: How to Delete Users in AEPSi

Dear Administrator,

The functionality to permanently remove users who no longer need access to your program is now available. The steps to delete a user are below:

Step 1: Select either the "Manage Administrators", "Manage Reviewers", or "Manage Providers" link from the left menu navigation.

Step 2: If the user has already been deactivated, you will now see three options: "View", "Reactivate", "Delete". To delete the user, select the "Delete" link.

Administrator, Free Trial	Administrator	aepsitester@obs.com	000-000-0000	View Reactivate Delete
Stewart, Martha	Reviewer	aepsitester@obs.com	000-000-0000	View Reactivate Delete
Support, Inforonics	Administrator	aepsitester@obs.com	000-000-0000	View Reactivate Delete

If the user you wish to delete is currently active, select the "Deactivate" link. The user will be moved to the bottom of your user list. Select the "Delete" link.

Reviewer Name	Title/Occupation	E-mail	Phone	View Edit Deactivate
Administrator, Free Trial	Administrator	aepsitester@obs.com	000-000-0000	View Edit Deactivate

Administrator, Free Trial	Administrator	aepsitester@obs.com	000-000-0000	View Reactivate Delete
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Step 3: A confirmation message will appear stating “Are you sure you wish to delete this user? This action is permanent and cannot be undone.”



Click “OK” to delete the user or “Cancel” if you do not wish to delete the user.

Once an AEPSi user has been deleted, all user account information will be permanently removed. The user will no longer be able to access AEPSi.