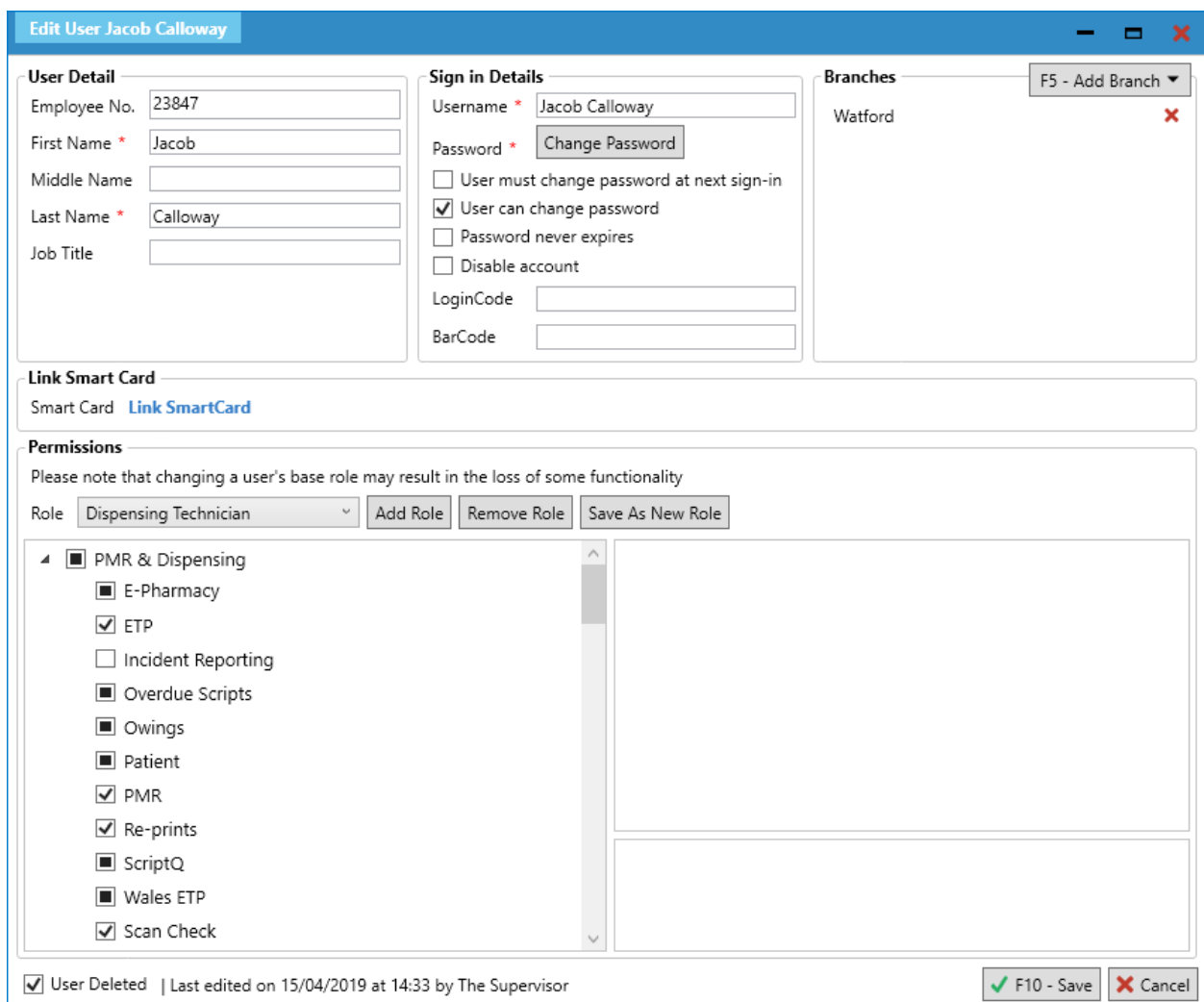# Deleting/Restoring a Branch User

Deleting a Branch User

1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.
2. From the Branch Users Manager, highlight the user you wish to delete and select the **[F2 – Edit Selected User]** button.
3. The Edit User window opens. Select the *User Deleted* tick box in the bottom left-hand corner.

4. Select the **[F10 – Save]** button.
5. A Delete User pop-up displays asking if you're sure you want to delete the user. Select the **[Yes]** button. The Branch Users Manager displays with the user removed.
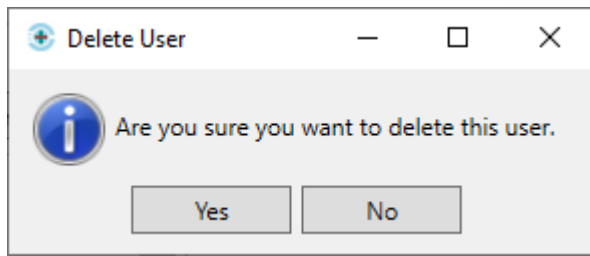
💡 You can view your deleted users in the Branch Users Manager by selecting the *Show Deleted* tick box.
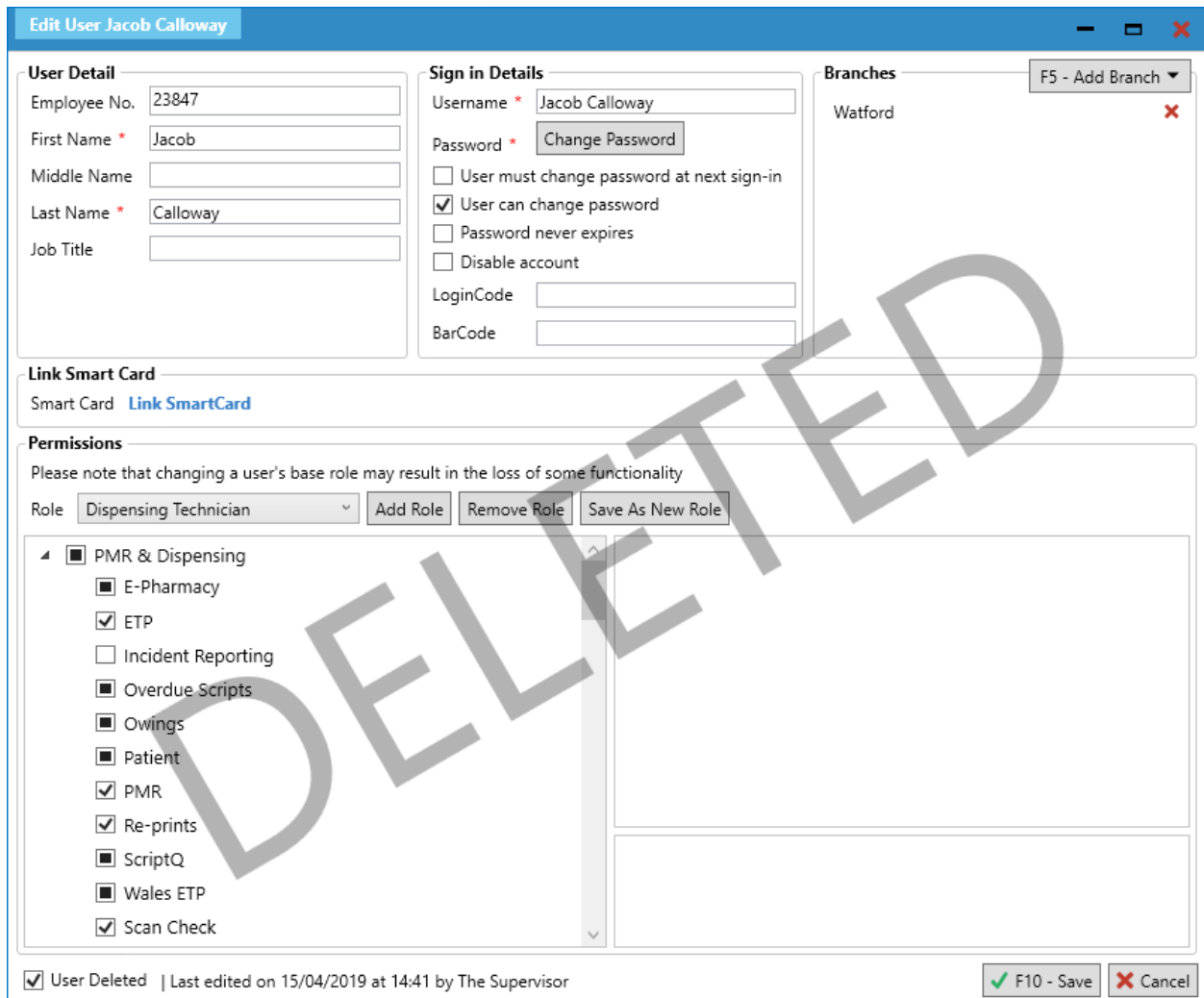
Restoring a Deleted Branch User

⚠️ You will be advised that the user is inactive if you attempt to log in to ProScript Connect with a deleted user, and access will be denied.

1. To begin, open the Branch Users Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Branch Users Manager* menu item.
2. From the Branch Users Manager, select the *Show Deleted* tick box. Any deleted branch users now display with a DELETED tag.

3. Highlight the user you wish to restore and select the **[F2 – Edit Selected User]** button. The Edit User window opens with a *DELETED* watermark.

4. Deselect the *User Deleted* tick box in the bottom left-hand corner and select the **[F10 – Save]** button.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15/08/2023		Joanne Hibbert-Gorst

Contact us

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