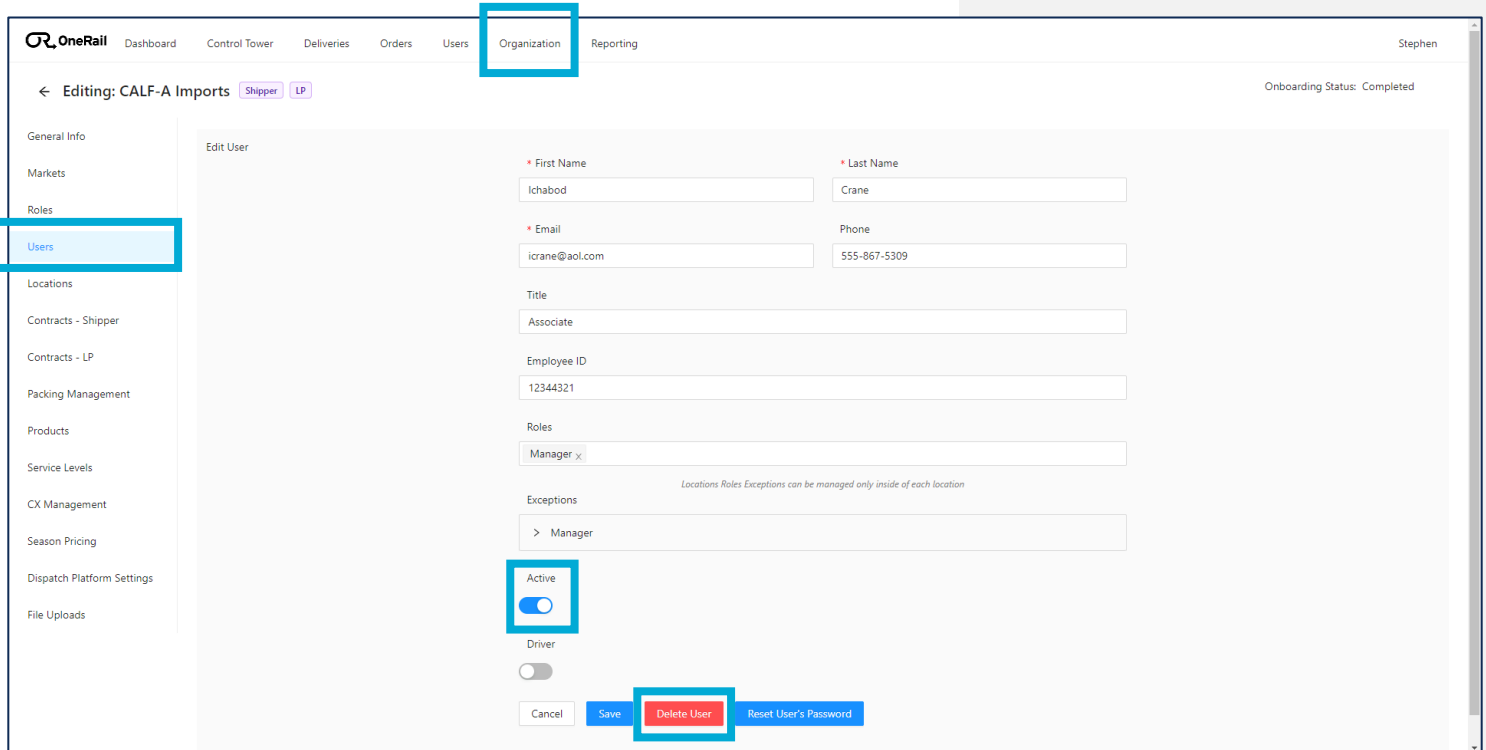


Administration

Deleting & Deactivating a User

A user can be deactivated or deleted in the platform. If a user is deleted, it is possible the data associated with the user will also be deleted.



OneRail Dashboard Control Tower Deliveries Orders Users Organization Reporting Stephen

← Editing: CALF-A Imports Shipper LP Onboarding Status: Completed

General Info Markets Roles Users Locations Contracts - Shipper Contracts - LP Packing Management Products Service Levels CX Management Season Pricing Dispatch Platform Settings File Uploads

Edit User

* First Name Ichabod * Last Name Crane

* Email icrane@aol.com Phone 555-867-5309

Title Associate

Employee ID 12344321

Roles Manager x

Exceptions Locations Roles Exceptions can be managed only inside of each location > Manager

Active ☒

Driver ☐

Cancel Save Delete User Reset User's Password

From the Organization page:

1. Select **Users**.
2. Select the user to be deleted or deactivated.
3. Select **Delete User** or slide the **Active** button to deactivate.
4. Select **Save**.

Reset the user's password on this page by selecting **Reset User's Password**. An email will be sent to the user's email to reset their password.