How to delete a user account

This documentation, including images, videos and text, is accurate as of Version 5.12 of Pascal.

We strive to keep our documentation up to date with each release to ensure it remains a reliable resource for our users. However, given the dynamic nature of our software development, there might be instances where changes introduced in subsequent versions are not immediately reflected in this documentation. We encourage users to refer to **the latest release notes** and to use the feedback mechanism for any discrepancies or requests for clarification.

The account of a user can be deleted by an organisation owner or admin.

1. Click on your initials in the top right corner.
2. Select Settings besides your Pascal environment's name.
3. Navigate to the Users page in the Organisation section.
4. Select the Bin icon in the Actions field of the user. If cases are assigned to this user, a popup will show up to ask what should happen to these cases:
   - Select Reassign to reassign these cases to another user, thereafter the new assignee can be selected.
   - Select Delete to delete the cases currently assigned to this user, thereafter confirm that you indeed want to delete the cases.
5. Select the red Delete button.

The user has now been deleted and optionally, assigned cases have been reassigned to another user or group.

If needed, the user can be restored from the recycle bin within 28 days. After 28 days the user will be permanently deleted. If the cases related to the user have been deleted, these can also be restored from the case recycle bin within 28 days.