How to delete groups in Pascal

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.

An organisation owner or admin can edit groups for their organisation.

1   **Click on your initials in the top right corner.**

2   **Select Settings besides your Pascal environment's name.**

3   **Navigate to the Groups page in the Organisation section.**

4   **Select the Pen icon in the Actions section of the group.**

5   **Select the red Delete button.**

This action will open a side dialogue which will give you the option to delete all the cases associated with that group by checking the Delete cases checkbox or to Assign the cases to another user or group.

If the cases related to the group should be deleted:

1   **Check the Delete cases checkbox.**

2   **Select the red Delete button.**

The group and all cases related to this group have now been deleted.

A deleted group cannot be recovered. If the cases related to the group have been deleted, these can be restored from the case recycle bin within 28 days.

If the cases related to the group should not be deleted:

1 **Do not check the Delete cases button.**

2 **Select the person or group you want to assign the cases to.**

3 **Select the red Delete button.**

The group has now been deleted and all cases have been reassigned to another user or group.

When the group of a user is changed, all cases of that user will be migrated to the new group.