» **How do I delete a user? (Admin)**
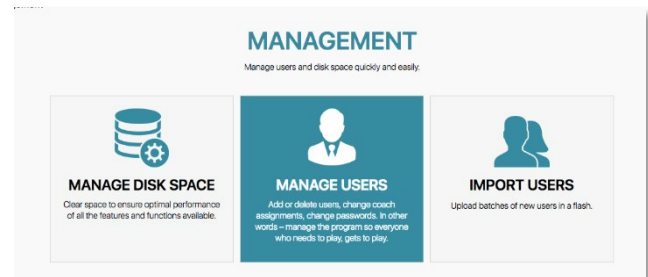
➤ Go to Management, and click "Manage Users"	
➤ You can also delete users by selecting the user (clicking the box on the left side of their name) and then pressing the trash icon. ****Please note: once you delete any user, all their records will be gone and cannot be retrieved.**	