» How do I manage disk space? (Admin)
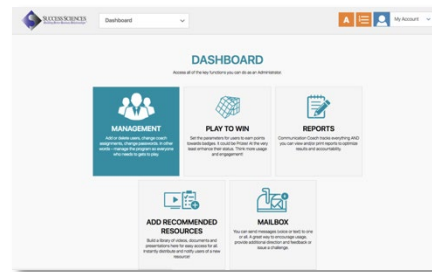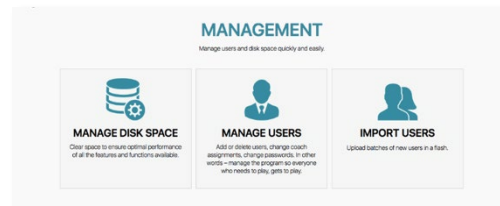
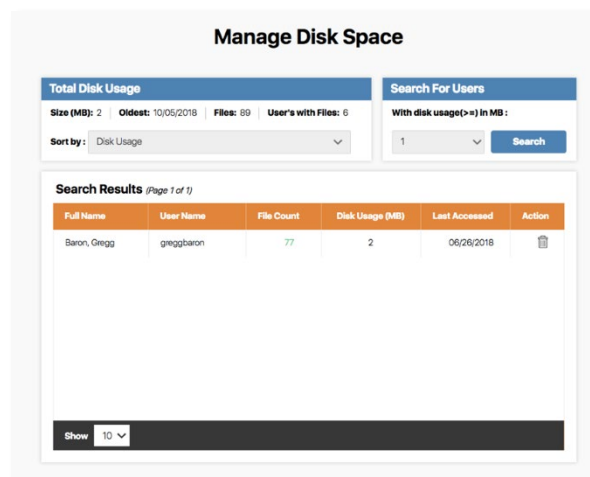|	
1. In your main dashboard, press Management.	
2. The primary function of the Admin role is to manage users. You can delete, add or edit any user as well as change coach assignments.	
3. In the rare instance that you have used up the disk space available for your program, you can use this screen to identify the users with large files and delete them. This is a very rare need. ➤ Your program is housed on the web with nearly infinite space. If there is a need Success Sciences will work with you to appropriately manage your storage capacity. ➤ You can search for users using a minimum of 1 MB or more by changing the number in the Search for Users field and clicking Search. Then click on the trash can in the last column. You will see a prompt asking if you really want to delete this user.	 **Caution – Once you remove a user <u>all</u> their data is gone and is not retrievable. Please be <u>certain</u> that you want to take this action.**