

Remove a Tag-n-Trak User Login ID

Remove a Tag-n-Trak User Login ID Overview

This document explains how to remove a Tag-n-Trak User Login ID. Before removing a user, you need to know the user login ID and the store the user logs into. If you do not know the user's default store, contact Mylee Customer Support for assistance. Before proceeding, verify that the user ID you are about to remove is ***not*** currently logged on the system.

Steps to Remove a Tag-n-Trak User Login ID

1. From any menu in Tag-N-Trak, press **[F10]**.
2. Select **8 Unix System Administration Menu**.
3. **Password:** Use the same password that is used for "menu." (If you do not know the password, please see your Tag-n-Trak System Administrator.)
4. Select **4 Activity support menu**.
(See the sample Activity Support Menu shown below. Your Activity Support Menu will look similar but may not be identical to the one shown.)

Activity Support Menu

```
1  Who's logged on
2  Who's doing what
3  Process list
4  Display free disk space
5  Kill a terminal
6  Add a User
7  Remove a User
8  Stop and Re-start TTY Monitor 2
9  TTY Monitor Status
10 Kill a User

X  Exit
```

Select:

5. Select **7 Remove a user**.
6. When prompted, enter the Login ID of the user you wish to remove. User ID "janes" is the user to be removed in the example below.

```
Please enter user's Login ID or just <ENTER> to quit: janes
```

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7. A list of store names on your system will display. (If "bu.sys" displays in your list of store names, simply ignore it. It is a special Tag-n-Trak directory.)

You will be prompted to enter the store name that the user logs into. You must enter it as it appears in the list. In the example below, "str1" is entered because "janes" logs into store 1. If you do not know the user's default store, contact Mylee Customer Support for assistance.

Below is the list of store names

```
bu.sys  str1    str2    str3
```

Please enter store name that user logs into: str1

8. A message will ask you to wait while deleting user and then will prompt you to press Enter for menu...

Please wait while deleting user.

Press Enter for menu ...

9. Follow the prompts to exit from the Activity Support Menu and from the System Administration Menu until you return to the main Tag-n-Trak menu.