

TRAKA AUTOMOTIVE USER CLEANS/BATCH DELETE

Batch Delete User
Report on recently deleted Users

V1.1

INTRODUCTION

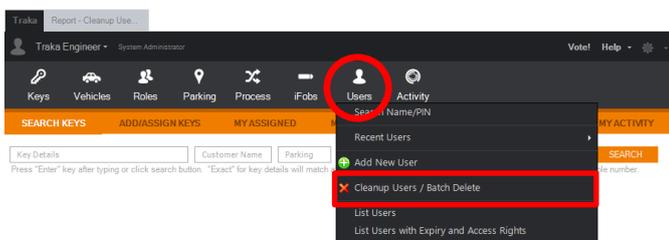
The purpose of this document is to help administrators use a report to identify which users have left the business but have not been removed from the system. Should you have any questions please contact support@traka.com or your Account Manager.

HOW TO CLEAN-UP USERS

1. Please ensure your Traka software version is v3.5 or above. This can be checked on the log in screen in the top right corner.

Log in to Traka Automotive. **Please note** you will require system administrator rights to perform this process.

2. From the top black ribbon select **Users**, followed by **Cleanup Users/ Batch Delete**.



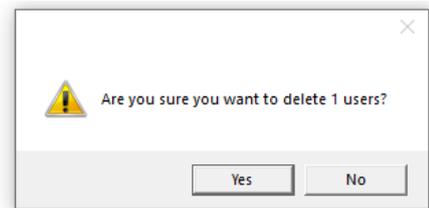
3. Within the new window, you will be presented with a list of all users that are enabled and a heatmap table showing whether one has recently used either the software, cabinet, or both.
4. Please use the filters in the top left corner to set the parameters to identify which users should be deleted of the system due to inactivity.
5. Click Re-Run Report in the top right corner.



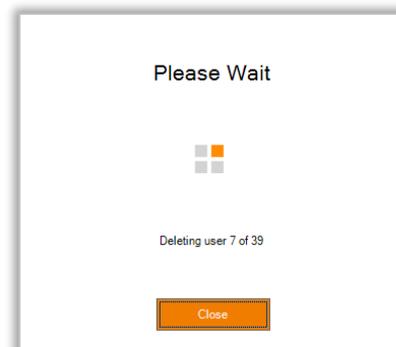
6. Select the tick box within the Delete column for those users you wish to remove from the software and key cabinets.



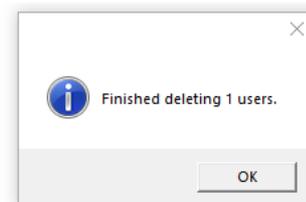
7. Once complete, Click **delete All Selected** in the top right corner.
8. A pop up will come up asking you to confirm. Click **Yes**.



9. A progress window will appear if lots of users are being deleted at once.



10. Once complete a pop will appear confirming how many users you have deleted.



RECENTLE DELETED USERS

1. To report on users which were recently deleted please click on **Users**, from the black ribbon
2. From the drop down select **Recent Users**. Followed by **Deleted**
3. You will now be presented with a list of all users that have been recently deleted and by who.

Traka Recently deleted use...

Recently deleted users ✕

Show: Last 7 Days

Drag a column header here to group by that column.

User Changed		Who Changed			When	
Test User	Manager	Test Centre	Traka Engineer		None	10/10/2022 15:11