

Delete a Custom / Additional User Account Information Field

To delete a custom user account information field, open the Account Fields Tab in the Site Settings Module from the Main Menu.

Site Settings

Company Info

Access Levels

Security

Registration

Email Settings

Inactive Accounts

Payment Settings

Account Fields

Table Defaults

Logs

System User Account Information Fields

Field Label	Required?	Action
Username	No	Permissions
Email	No	Permissions
First Name	No	Permissions
Last Name	No	Permissions
User Photo	No	Permissions
Session Timeout	No	Permissions
Home Page	No	Permissions

Custom/Additional User Account Information Fields

Add a field

Order	Field Label	Required?	Action
≡ Drag Me	Employee ID	No	EditDelete
≡ Drag Me	Purchasing Level	No	EditDelete
≡ Drag Me	Address 1	No	EditDelete
≡ Drag Me	Address 2	No	EditDelete
≡ Drag Me	Phone	No	EditDelete
≡ Drag Me	Supplier	No	EditDelete

Custom account fields show in the Additional User Account Information Table. Select the clickable "Delete" link in the actions column to the right of the field you wish to delete. This opens the Field Deletion Confirmation Modal which states, "Are you sure you want to delete this field and all associated user account information?"

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Are you sure you want to delete this field and all associated user account information?

OK

Cancel

Select the OK button and the field is removed from the table.

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