Deleting a person

Deleting persons also deletes all person data and learning progress information. If you need to keep the data, but would like to avoid seeing the person in all processes in the Admin panel, you can opt for archiving the person.

Deleting a person works from 2 views:

1. In the Admin panel > Persons, click the Functions button, select Delete, select the desired person and click on button Delete. Once you confirm by clicking OK in the pop-up, the person will be removed from the system.
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2. Or you can select the person from the Person listing, in its detail page click on the Functions button and select Delete person. Again, with the confirmatory click on OK, the person will be removed from the system
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