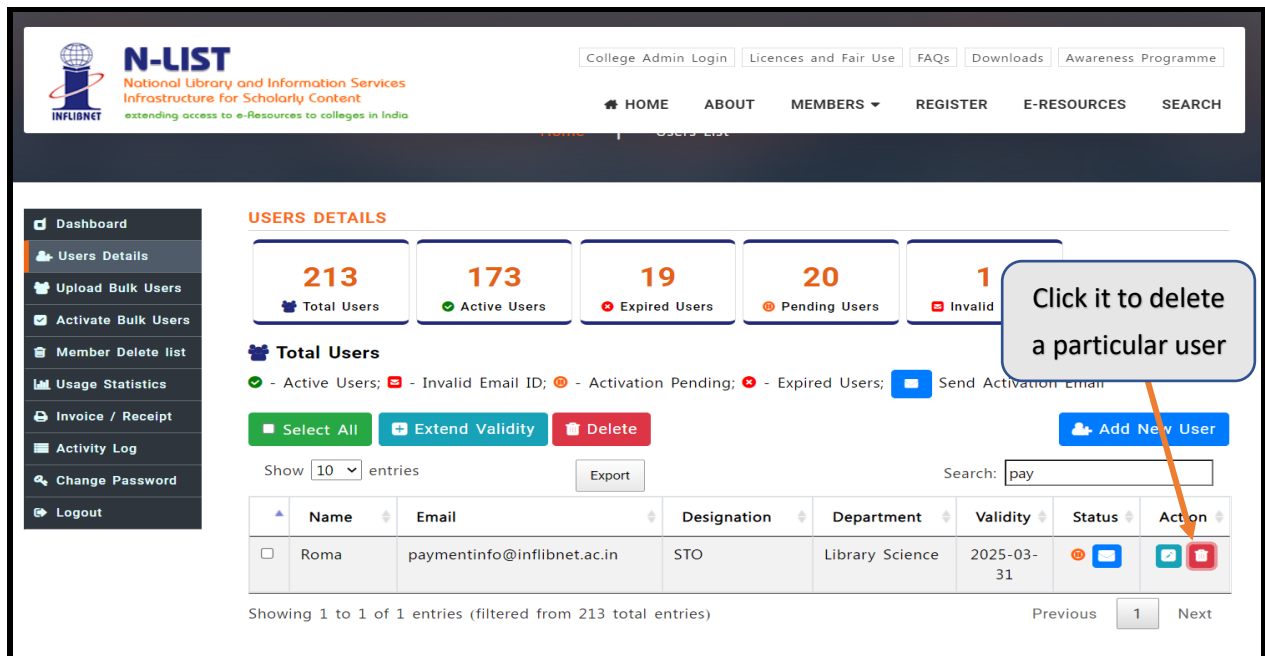


## Deletion of the User's Account

### How to delete the single User?

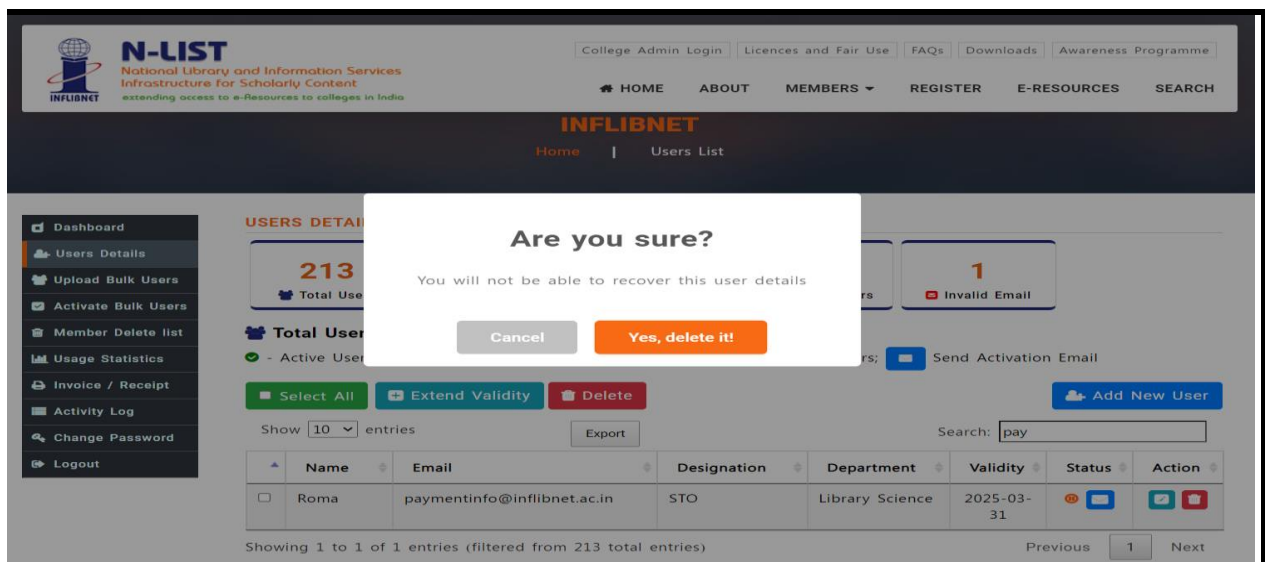
**Step: 1** After login College Administration Module, click on users' details and search the name or username i.e. email id, click on the Delete button.



The screenshot shows the 'USERS DETAILS' page in the N-LIST system. The page features a sidebar with navigation options like 'Dashboard', 'Users Details', and 'Upload Bulk Users'. The main content area displays statistics for 213 total users, including 173 active, 19 expired, 20 pending, and 1 invalid. A table lists user details, with one user named 'Roma' (email: paymentinfo@inflibnet.ac.in) selected. A red 'Delete' button is visible in the table's action column. A callout box with an arrow points to this button, containing the text: 'Click it to delete a particular user'.

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2025-03-31		

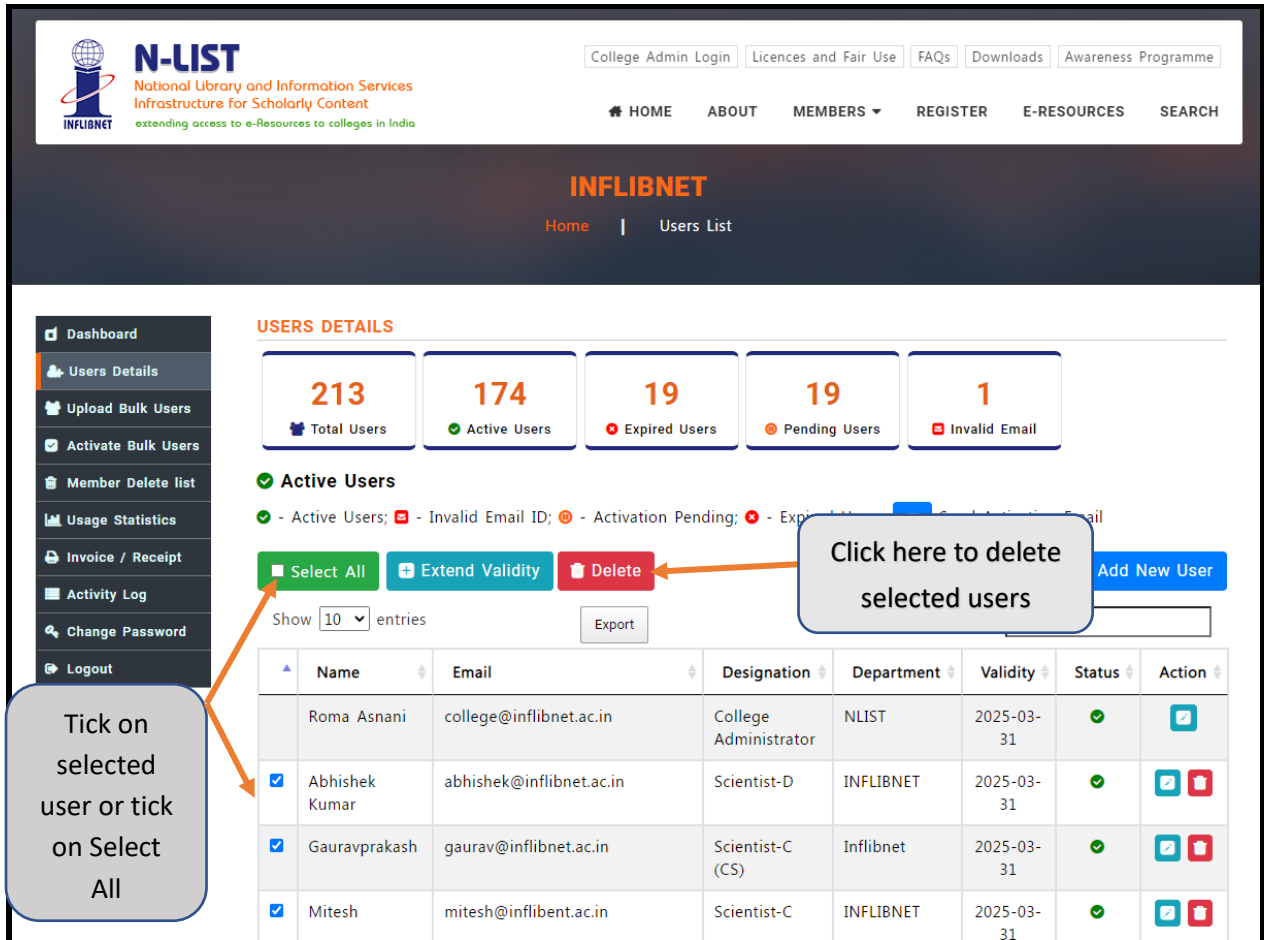
**Step:2** System will ask for confirmation. Click on yes, Delete it then refresh the webpage.










This screenshot shows the same 'USERS DETAILS' page as above, but with a confirmation dialog box overlaid in the center. The dialog box has the title 'Are you sure?' and the message 'You will not be able to recover this user details'. It contains two buttons: 'Cancel' and 'Yes, delete it!'. The background page is dimmed, showing the same user details and the 'Delete' button in the table.

## How to delete the Users in Bulk

**Step: 1** After login College Administration Module, click on users' details and tick on those users which college Administrator wants to delete or tick on select all for all 10 users which is showing at the front, click on the Delete button. College Administrator can show 10, 25, 50 and 100 entries by selecting number of entries from the show drop down.



The screenshot displays the INFLIBNET 'Users List' page. At the top, there is a navigation bar with links for 'College Admin Login', 'Licences and Fair Use', 'FAQs', 'Downloads', and 'Awareness Programme'. Below this is a main header with 'INFLIBNET' and 'Home | Users List'. A sidebar on the left contains a menu with options like 'Dashboard', 'Users Details', 'Upload Bulk Users', 'Activate Bulk Users', 'Member Delete list', 'Usage Statistics', 'Invoice / Receipt', 'Activity Log', 'Change Password', and 'Logout'. The main content area is titled 'USERS DETAILS' and features five summary cards: '213 Total Users', '174 Active Users', '19 Expired Users', '19 Pending Users', and '1 Invalid Email'. Below these cards, there are buttons for 'Select All', 'Extend Validity', and 'Delete'. A callout box points to the 'Delete' button with the text 'Click here to delete selected users'. Another callout box points to the 'Select All' button with the text 'Tick on selected user or tick on Select All'. Below the buttons is a table of users with columns for Name, Email, Designation, Department, Validity, Status, and Action. The table lists four active users: Roma Asnani (College Administrator), Abhishek Kumar (Scientist-D), Gauravprakash (Scientist-C (CS)), and Mitesh (Scientist-C). Each user has a checkbox in the 'Action' column, and the first three are checked. A 'Show 10 entries' dropdown and an 'Export' button are also visible.

Name	Email	Designation	Department	Validity	Status	Action	
Roma Asnani	college@inflibnet.ac.in	College Administrator	NLIST	2025-03-31	✓		
<input checked="" type="checkbox"/>	Abhishek Kumar	abhishek@inflibnet.ac.in	Scientist-D	INFLIBNET	2025-03-31	✓	 
<input checked="" type="checkbox"/>	Gauravprakash	gaurav@inflibnet.ac.in	Scientist-C (CS)	Inflibnet	2025-03-31	✓	 
<input checked="" type="checkbox"/>	Mitesh	mitesh@inflibnet.ac.in	Scientist-C	INFLIBNET	2025-03-31	✓	 

**Step:2** System will ask for confirmation. Click on yes, Delete it then refresh the webpage.



## INFLIBNET

[Home](#) | [Users List](#)

- Dashboard
- Users Details**
- Upload Bulk Users
- Activate Bulk Users
- Member Delete list
- Usage Statistics
- Invoice / Receipt
- Activity Log
- Change Password
- Logout

### USERS DETAILS

**213**  
Total Users

**1**  
Invalid Email

Active Users

- Active Users

Unselect All

You will not be able to recover this user details

Cancel

Yes, delete it!

Show 10 entries

Search:

	Name	Email	Designation	Department	Validity	Status	Action
	Roma Asnani	college@inflibnet.ac.in	College Administrator	NLIST	2025-03-31	<input checked="" type="checkbox"/>	<input type="button" value="Send Activation Email"/>
<input checked="" type="checkbox"/>	Abhishek Kumar	abhishek@inflibnet.ac.in	Scientist-D	INFLIBNET	2025-03-31	<input checked="" type="checkbox"/>	<input type="button" value="Send Activation Email"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Gauravprakash	gaurav@inflibnet.ac.in	Scientist-C (CS)	Inflibnet	2025-03-31	<input checked="" type="checkbox"/>	<input type="button" value="Send Activation Email"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Mitesh	mitesh@inflibnet.ac.in	Scientist-C	INFLIBNET	2025-03-31	<input checked="" type="checkbox"/>	<input type="button" value="Send Activation Email"/> <input type="button" value="Delete"/>