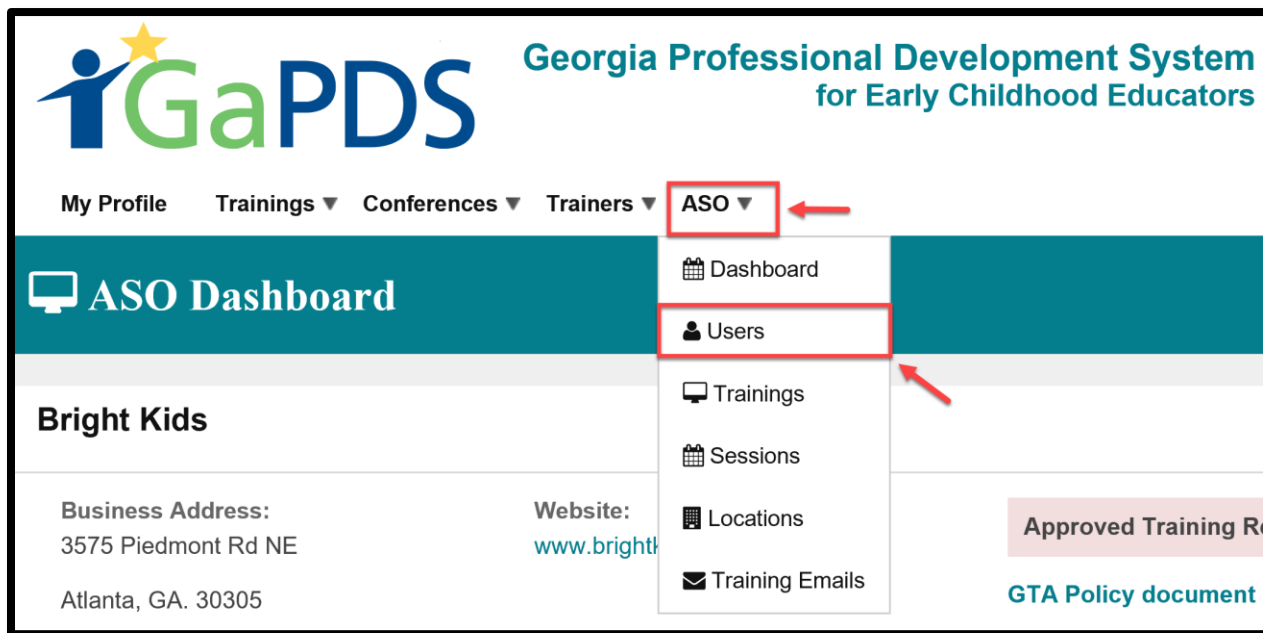
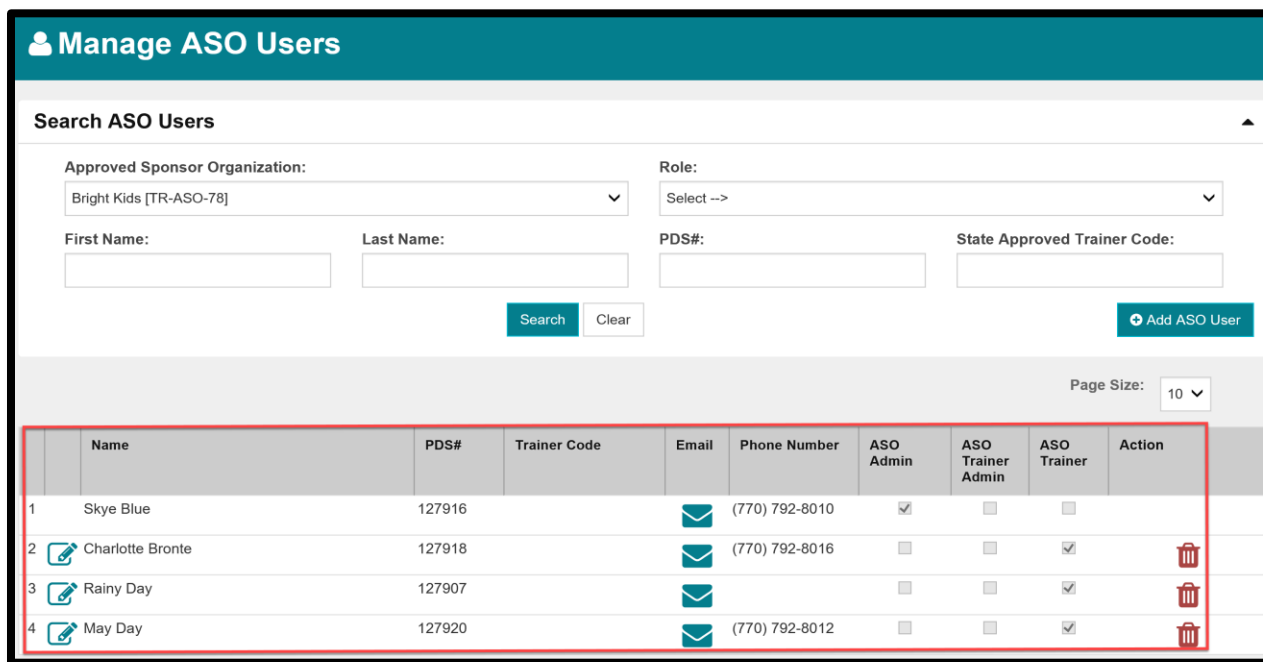


How to Delete ASO Users

1. Log in to GaPDS as an ASO Admin, click on “ASO”, and select “Users”.



2. The ‘Manage ASO Users’ page displays with a list of the ASO’s current users.



3. Click on the “Delete User” (trashcan) icon next to the user to be removed.

	Name	PDS#	Trainer Code	Email	Phone Number	ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916			(770) 792-8010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918			(770) 792-8016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rainy Day	127907				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920			(770) 792-8012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Click “Yes” on the confirm deletion popup. The user is successfully deleted.

	Name	PDS#	Trainer Code			ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rainy Day	127907				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

GaPDS Confirmation

Are you sure you want to delete this User?

Note (1): ASO Trainer Admins and ASO Trainers cannot delete ASO Users.

Note (2): Users with the ASO Trainer role must be unassigned from any Open or New training sessions before you can delete them.

	Name	PDS#	Trainer Code			ASO Admin	ASO Trainer Admin	ASO Trainer	Action
1	Skye Blue	127916				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Charlotte Bronte	127918				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Rainy Day	127907				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	May Day	127920				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Manage ASO User Dialog

The ASO Trainer is associated with Open / New Training Sessions. **You must first unassign the trainer from all Open / New Training Sessions before deleting the trainer.**