

Deltek Costpoint Essentials and Costpoint Foundations Enhancement

Release Date: December 2019

Delete Users from User Manager (AD) lists

Administrators can now delete users out of the User Manager (AD) lists.

Use this procedure to delete user accounts.

To delete user accounts:

1. Log into User Manager using your SaaS Admin account credentials.
2. Navigate to the AD Mgmt tab, and click **Delete Users**.
3. In the **Enter name(s)** to search field, enter the user account that you want to delete, and click **Next**.

You can retrieve more than one account by searching using multiple user names separated by a comma.

You can also retrieve user accounts in bulk by creating and then importing a CSV file that contains the usernames of the accounts you want to delete. To delete accounts in bulk, create your CSV file, click **CSV Import**, select your file, and click **Go**.

4. When presented with a list of the user accounts you have selected, select the check box next to each account you want to delete, and click **Apply**.
5. When the confirmation dialog box displays, click **OK** to proceed or **Cancel** to cancel the deletion.

Note: Deleting or disabling a SaaS Admin's account in User Manager does not completely remove the SaaS Admin's rights. The SaaS Admin would still retain rights to submit service requests. To completely remove the SaaS Admin's rights, you must submit a SaaS Administrator Change service request asking that the SaaS Admin be removed.

The above procedure is also available from the [Online help](#).

Appendix: For Additional Information

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

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