

# How to Delete User Profiles

1. Type WRKUSRPRF \*ALL and press the Enter key. You see the Work with User Enrollment display.

Note: If you see the Work with User Profile display, user F21 to change to basic assistance level.

2. On the display, type 4 (Remove) in the option column for the user profile that you want to remove. You see the Remove User display.
3. Select 2 (Delete or change owner of specific objects owned by this user) and press the Enter key. You see a list of objects owned by the user.
4. For every object that you no longer need on the system, type 4 (Delete) in the option column in front of the object.

Notes:

- a. You can select more than one object for deletion at a time.
  - b. To see the type of object/ press F11.
5. Press the Enter key. You see the Confirm Delete of Objects display.
  6. If your selections are correct, press the Enter key. Otherwise, press F12 (Cancel) to return to the selection display.
  7. For objects that you want to keep, you need to assign them to a new owner. Type the name of the user profile for the new owner at the top of the display.
  8. Type 2 (Change to new owner) in the option column next to the objects and press the Enter key. You- see the Confirm Change of Owner display.
  9. If your selections are correct, press the Enter key. Otherwise, press F12 (Cancel) to return to the selection display.
  10. When you have handled all the objects that the user profile owned, you see the message (User does not own any objects, press Enter to remove)
  11. Press the Enter key to remove the user profile from the system. You see several messages while the system removes the user's records. Then you see the Work with User Enrollment display again with a confirmation message at the bottom of the display.
  12. To remove any spooled files that the user created, do the following:
    - a. Press F9 to display a command line.
    - b. Type WRKSPLF SELECT (*user-profHe-name*) and press the Enter key.
    - c. On the Work with Spooled Files display, use option 4 (Delete) to delete any spooled files that you no longer need.
    - d. When you have deleted all the spooled files that are no longer necessary, press F12 (Cancel).

Note: Spooled files can remain on the system even when the user profile that created them is no longer on the system.

13. If you have additional user profiles to remove, return to step 2.