ReadSoft: How to remove all users in INVOICES

Summary
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Support Article

To remove all users in INVOICES and reset the default administrator account, do the following:

1. From the INVOICES database, run the following delete statement:

   Warning: Executing ALTER, UPDATE, or DELETE statements against a database can negatively impact program functionality. The following steps should not be done until a current backup of the database has been created and verified.

   ```sql
   DELETE FROM dbo.userdefinitions
   ```

2. Verify that no users remain in the `dbo.userdefinitions` table.

3. Open INVOICES Manager.
4. In the Login window, type `admin` for the user, and then type `secret` for the password.
5. In Manager, click Settings, and then click User authorization.
6. Clear all of the check boxes, and then click OK.
7. In the left pane, click **Users**, and then verify only the **admin** user appears in the list.

Keywords: users