

Unlink a Vehicle from User Profile

Users come and go in the system, and so do their associations to vehicles. This page deals with the case of a user that is no longer associated to a vehicle.

Quick Steps:

1. Click on the **User Management tab** and click **User Search**.
2. Search for the user using either a **name, username, email** or **account number**.
3. Click on that user's **username** to enter that user's **Profile Page**.
4. Click on the **Vehicles tab** in the top menu bar.
5. Find the vehicle to remove.
6. **Click** the red **"X"** button next to the vehicle.
7. **Confirm** by clicking **OK**.

Step-by-Step Instructions:

1. **Navigate to User Search:** Click on the **User Management tab** and click **User Search**.
2. **Search for the User:** Use the **User Search** function to find the profile of the user you want to unlink a vehicle from.
3. Search for the user using either a **name, username, email** or **account number**.
4. **Select the User Profile:** After finding the user in your search results, click on their profile to open it.
5. **Navigate to the Vehicles Tab:** Once in the user's profile, click on the **Vehicles** tab on top menu bar. This will refresh the page and display the list of vehicles linked to the user.
6. **Locate the Vehicle to Remove:** In the list of vehicles, find the vehicle you wish to unlink.
7. **Remove the Vehicle:** Click the red **"X"** button located to the right of the vehicle you want to remove.
8. **Confirm the Removal:** A confirmation pop-up will appear. Click **OK** to confirm the removal of the vehicle.
If you change your mind, click **Cancel** to return to the vehicle list without making any changes.