

Deleting an Account (Computer, Client, or Subpartner)

https://campus.barracuda.com/doc/93196680/

There are a number of scenarios in which you will delete an account; if your client cancels their service or a computer is deprecated and no longer needs the backed up data. When you delete an account, all data associated with that account is deleted as well, however, the backup software installed on the machine(s) belonging to that account will remain. Those will have to be uninstalled manually.

Deleting a Computer Account

1. Open the management portal and navigate to the Manage tab.

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	Prei	nium Plan	859.43 GB	3	3	0	1	0	30		
	Prei	nium Plan	756.75 MB	1	1	0	0	0	0		
steel)	Unli	mited Plan	685.91 GB	4	2	0	0	0	3		
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ray_law)	Prei	mium Plan	181.94 GB	2	2	0	0	0	0		
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- 2. Find the client account to which the computer account you wish to delete belongs and click on the arrow to the left of the name to expand the computer account list underneath it.
- 3. Click next to the computer account name (not on the name) to highlight the computer account's row blue. This should make the **Delete** button appear in the upper-right.



4. Click that **Delete** button and pick **Delete** again in the pop-up window to confirm the deletion.

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ABC Manufacturi		Premium Plan	859.43 GB	3	3	0	1	0	30		
Dr Dental (dr_dental)		Premium Plan	756.75 MB	1	1	0	0	0	0		
Endicott Steel (endicott_steel)		Unlimited Plan	685.91 GB	4	2	0	0	0	3		
Gordon Gecko-0000	5.4.5		18.45 GB						- /	7	6
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VB_RESELLER			655.00 GB	4	3	0	1	0	0		

Alternative Method for Deleting a Computer Account

1. Log into the <u>management portal</u> client and navigate to the **Manage** tab.



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Contact and billing address:	9865 Steel Tower Place Pittsburg, PA 15207 USA			1.3 TB 1.0 TB 785.0 GB	•••		
Phone number:	717.555.9632			523 3 GB -	•	• • • •	• • •
Username:	endicott_steel			201.7 CD			
Email address:	Gecko@endicottSteel.loc	al		201.7 GD-			
ECHOshare team:	Endicott Steel (3 seats, 3	connections) 📵		0.0 B	7/18/2015	8/15/2015	9/12/2015
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Backup package:	Unlimited Plan 📵						
Account billing plan:	Business Plan 1 TB 🚯						
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VMware-0003	5.5.4	667.36 GB	_				60
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- 2. Click on the client account to which the computer account you wish to delete belongs to bring you to the client account page.
- 3. Under the **Computers** tab, click next to the computer account name (not on the name) to highlight the computer account's row blue.
- 4. Click the **Delete** button and then **Delete** again in the pop-up window to confirm the deletion.

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VMware-0003	5.5.4	667.36 GB	_	-	00
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Deleting a Client Account



1. Log into the management portal and navigate to the Manage tab.

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SC_DEMO				2.33 TB	15	9	0	2	0	80/0		
ABC Manufacturi		Premi	um Plan	859.43 GB	3	3	0	1	0	30		
Dr Dental (dr_dental)		Premi	um Plan	756.75 MB	1	1	0	0	0	0	- 4	
Endicott Steel (endico	tt_steel)	Unlim	ited Plan	585.91 GB	4	2	0	0	0	3		
Fillside Countr (hills	sidecc)	Basic	Plan	D.00 B	0	0	0	0	0	10		
Murray and Murr (n	urray_law)	Premi	um Plan	181.94 GB	2	2	0	0	0	0		
ZYX Bicycles (zyx_bicyc	:les)	Basic	Plan	42.76 MB	1	1	0	0	0	0		

- 2. Find the client account you want to delete and click next to its name (not on the name) to highlight the account's row blue; this should make the **Delete** button appear in the upper-right.
- 3. Select that **Delete** button, check the box next to **Cancel the account and delete all its data and information**, and hit **Yes** to finish the client account deletion.

Deleting a Subpartner Account

1. Log into the management portal and navigate to the Manage tab.



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Dr Dental (dr_dental)		Premium Plan	756.75 MB	1	1	0	0	0	0	- 4	
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Murray and Murr	.ray_law)	Premium Plan	181.94 GB	2	2	0	0	0	0		
ZYX Bicycles (zyx_1	les)	Basic Plan	42.76 MB	1	1	0	0	0	0		
			655.00 GR	Д	з	0	1	0	0		

- 2. Find the subpartner account you want to delete and click next to its name (not on the name) to highlight the account's row blue; this should make the **Delete** button appear in the upper-right.
- 3. Select that **Delete** button, check the box next to **Cancel the partner and delete all its data and information**, and hit **Yes** to finish the subpartner account deletion.

Barracuda Intronis Backup



Figures

- 1. expandedsubaccountlist.png
- 2. deletesubaccount1.png
- 3. clientaccountpage1.png
- 4. deletesubaccount3.png
- 5. deleteclientaccount.png
- 6. deletesubpartneraccount.png

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