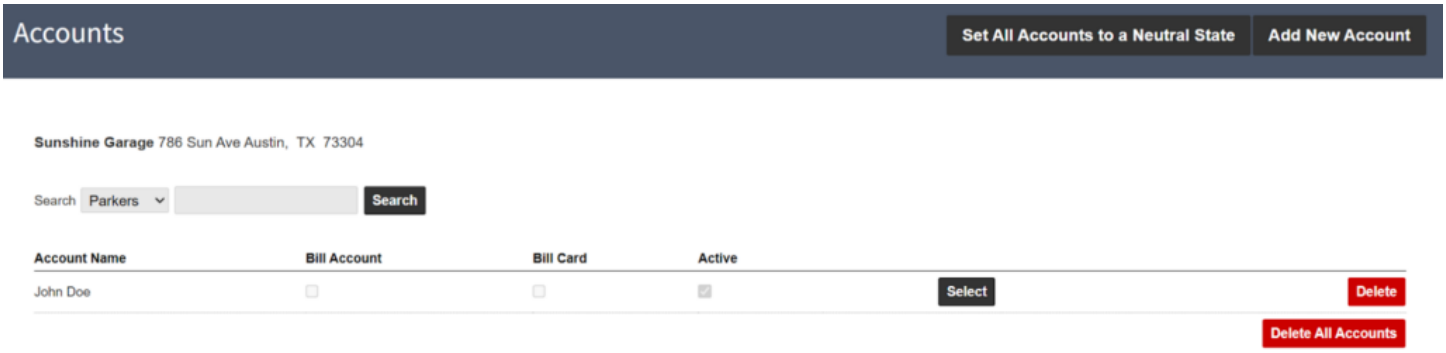
Parkonect: How to Delete Monthly Accounts

Parkonect Monthly · https://qa.flashparking.com/docs/parkonect-how-to-delete-monthly-accounts/

Parkonect monthly accounts and cardholders can be deleted individually or in bulk in the Parkonect portal. Monthly accounts deleted in bulk serve as a quick way of eliminating several accounts at the same time, but be aware that every cardholder under the account is deleted as well. Accounts and cardholders deleted **cannot be restored**.

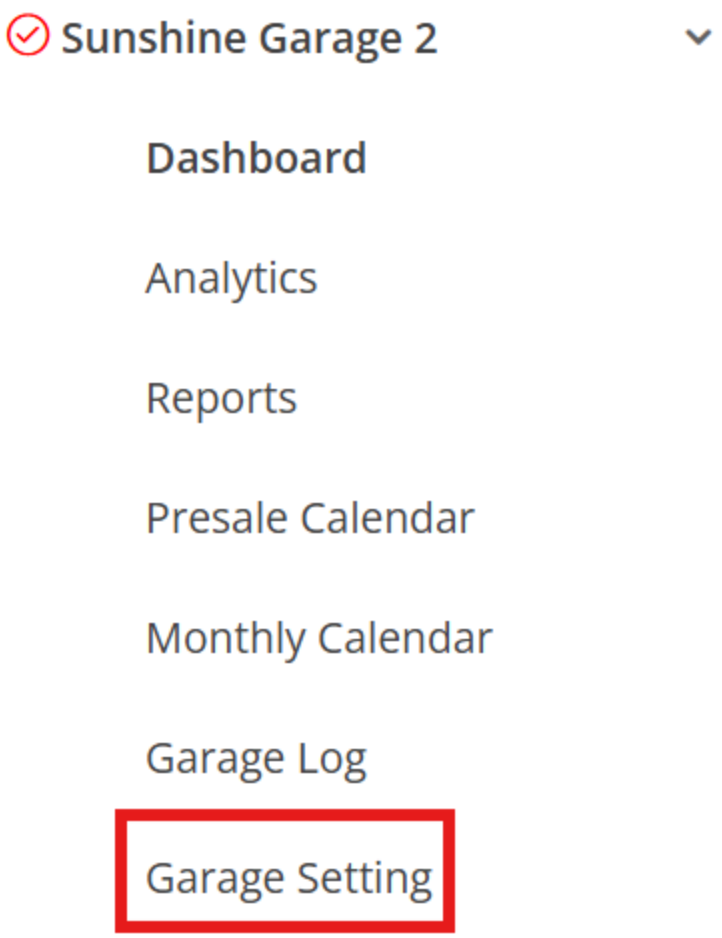


Requirements

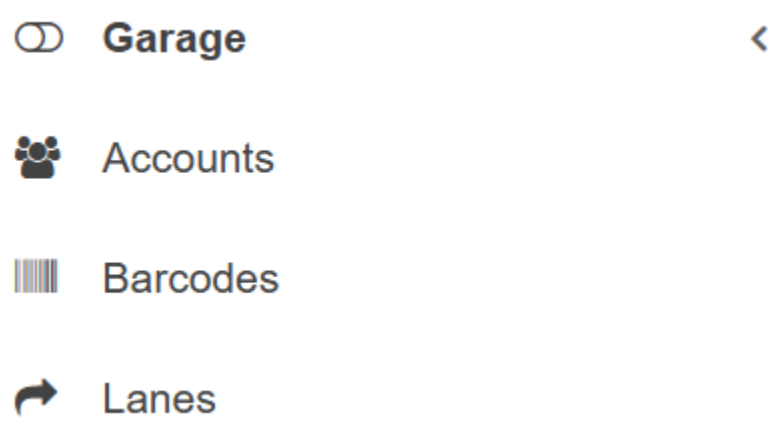
- Only Super Users can delete accounts individually and in bulk.

How to Delete Accounts Individually

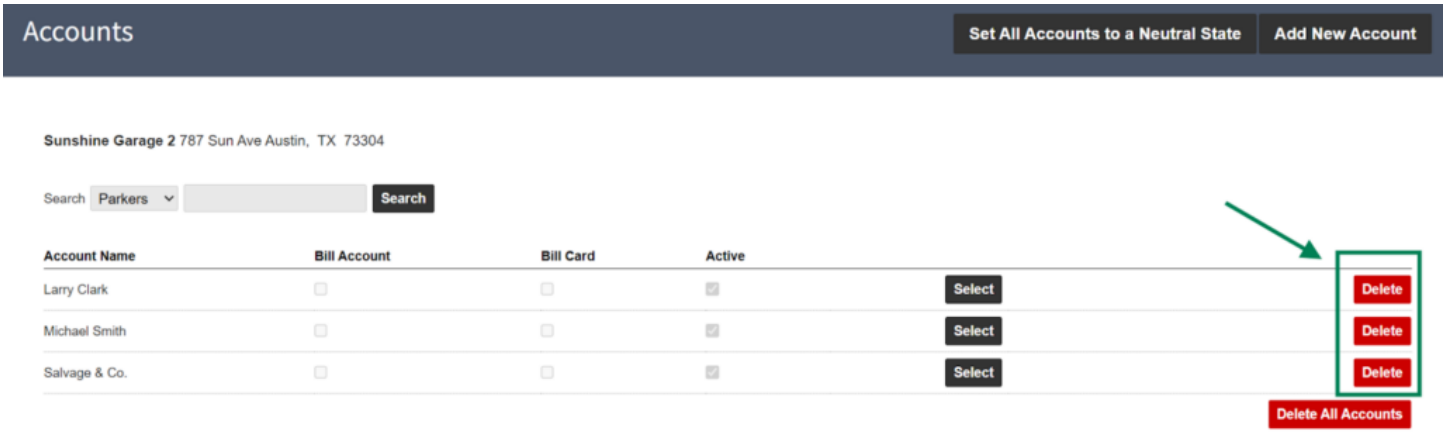
1. Select your garage from the garage list. > Click Garage Settings.



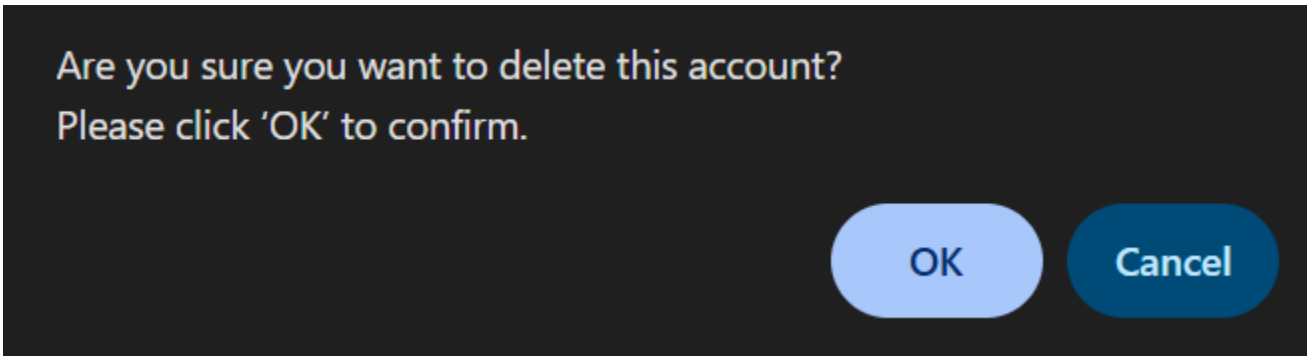
2. Click on Accounts.



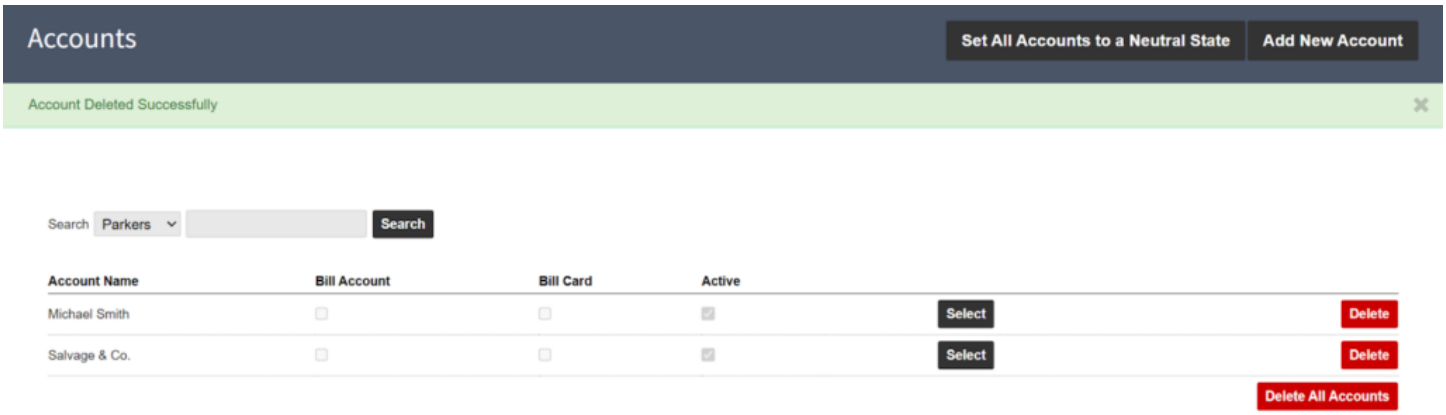
3. A list of all available accounts will be shown. > Click on the Delete button for the desired account.



4. A pop-up appears, asking for confirmation to delete the account.



5. After clicking Ok, the account will be deleted, and a green notification will inform that the account has been successfully deleted.

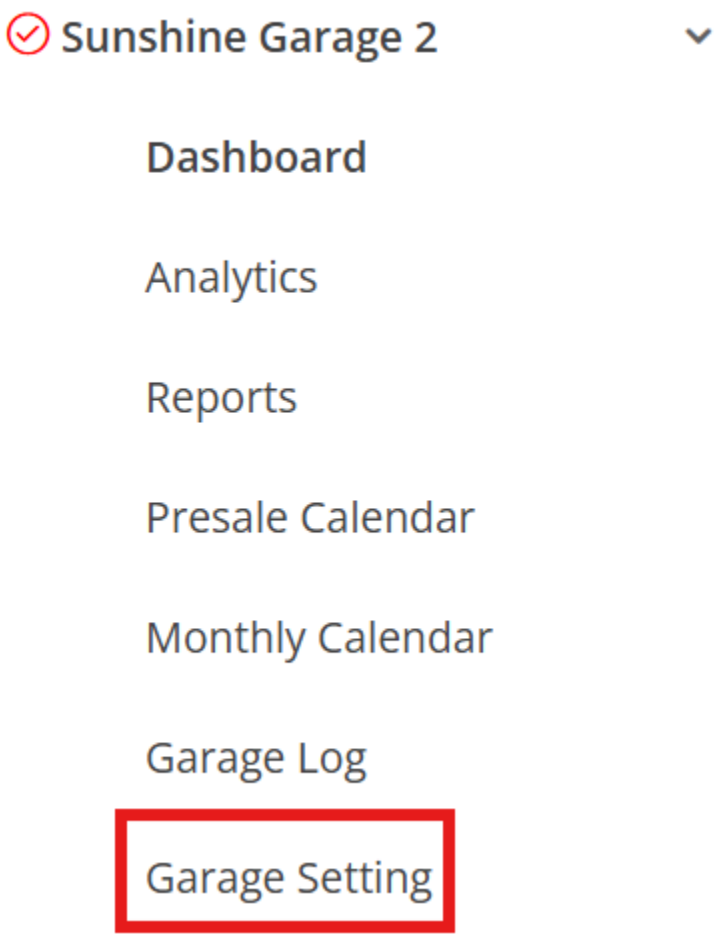


Note

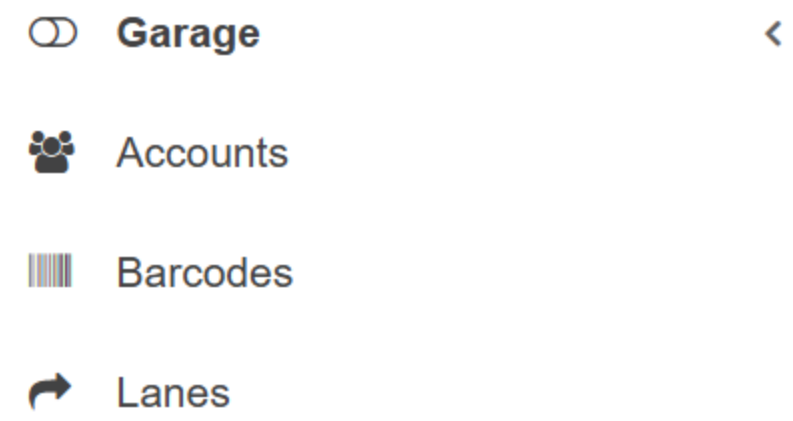
Remember that when deleting an account, all cardholders under it will be deleted as well. In the example above, all cardholders for the Larry Clark account were deleted along with the main account.

How to Delete In Bulk

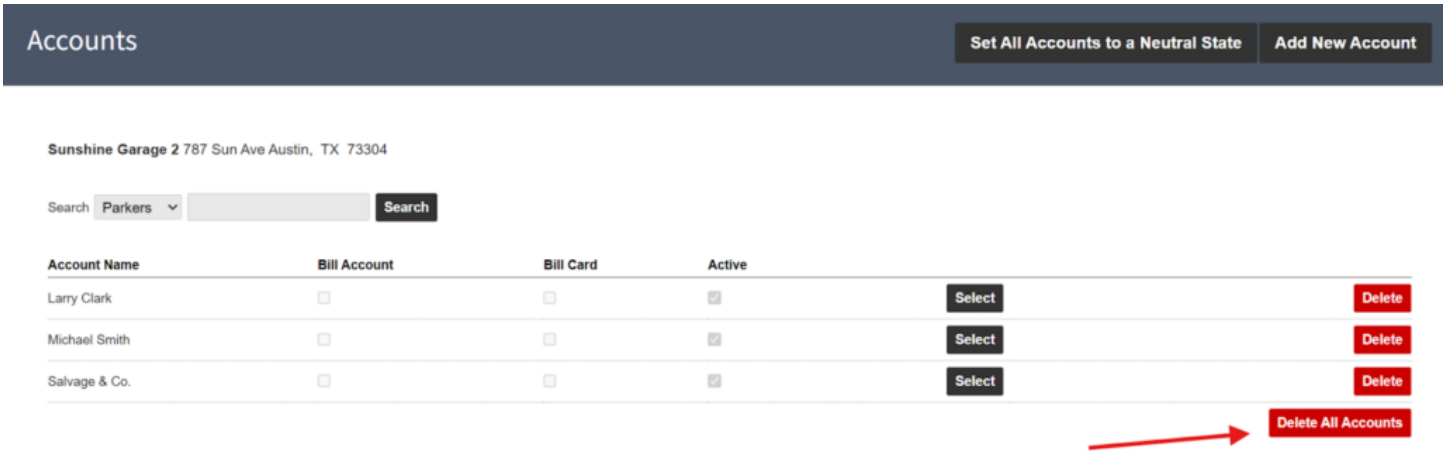
1. Select your garage from the garage list. > Click Garage Settings.



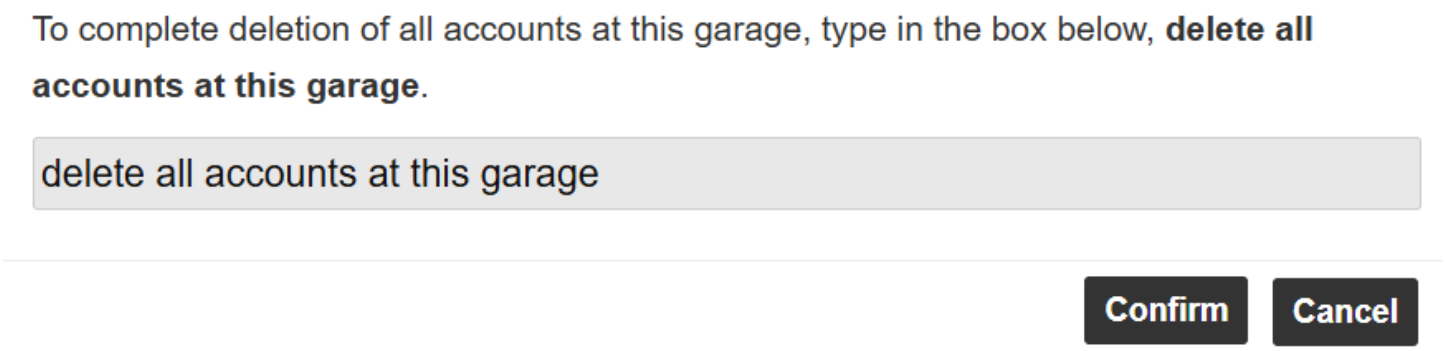
2. Click on Accounts.



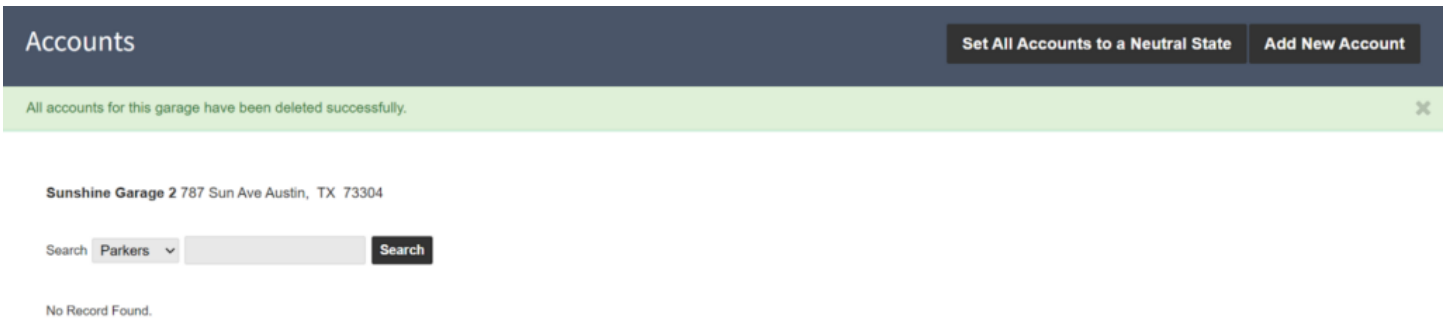
3. A list of all available accounts is shown. > Click on the Delete All Accounts button.



4. A pop-up confirming the deletion of all accounts appears, in which the user is required to type in the required phrase for the Confirm button to become available.

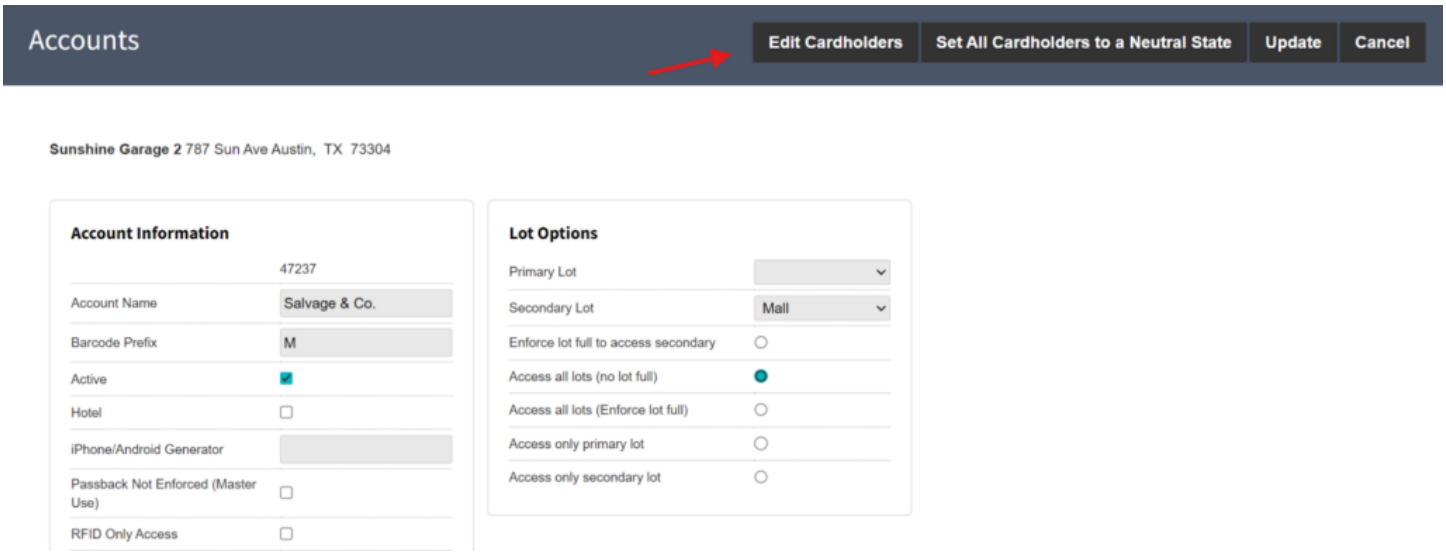


5. After clicking the Confirm button, all accounts will be deleted, and a green notification will appear at the top confirming this.

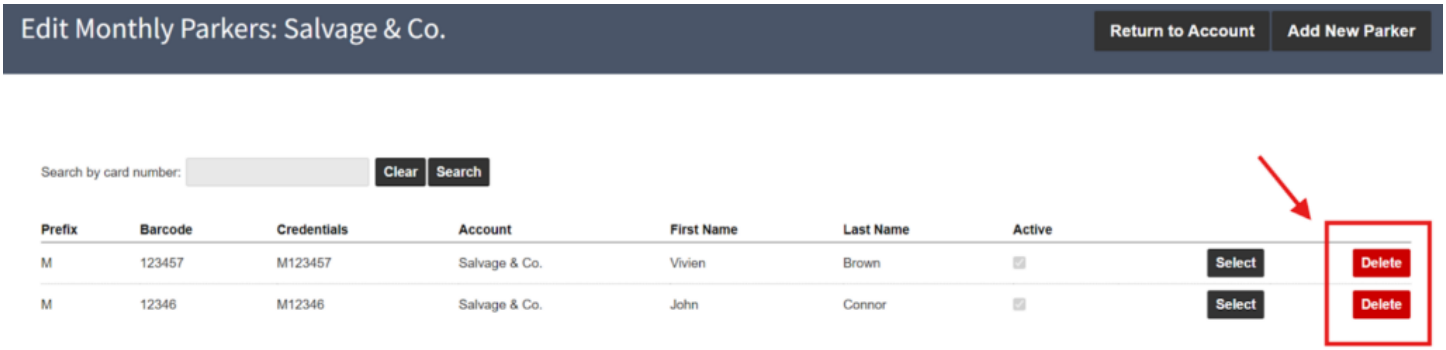


Deleting Individual Cardholders

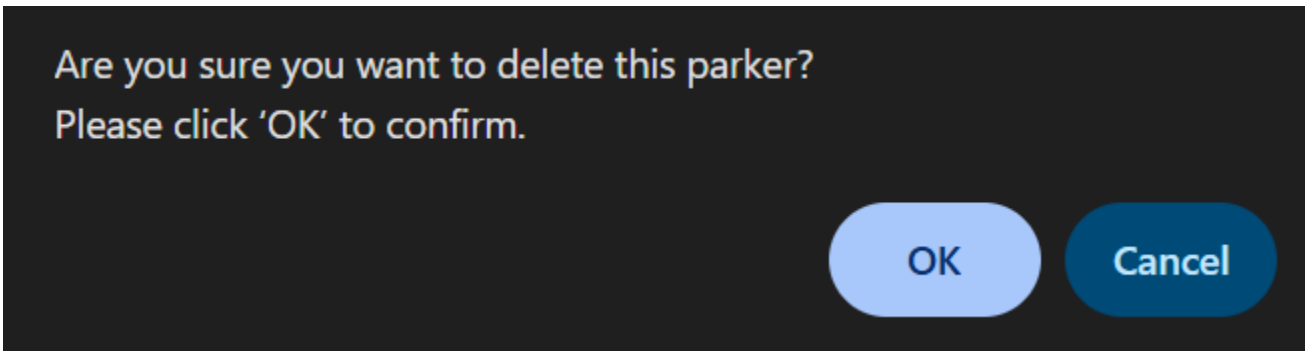
1. When selecting an account, go to the Edit Cardholders section by clicking on the button above.



2. Cardholders can be deleted individually in the same way as Main Accounts, by clicking the Delete button for each cardholder.



3. A pop-up appears to confirm the deletion of the cardholder.



4. There are no confirmation messages after deleting the cardholder, but the cardholder will no longer appear on the list.



Notes

- Be aware that deleted accounts and cardholders, individually or in bulk, **cannot be restored**.