Rename and Delete a Manager

Rename

Select the manager, click **Actions → Rename** (or **Rename** on the Overview), enter the **New Username** and click **Submit**.

- Only the login name changes. Subscribers, balance and history stay with the manager.
- The manager must log in with the new username.
- Use only letters, digits and `. @ _`, and a name that is not already used.
- After renaming, open the Edit tab and check the manager's advanced settings and limits.

Required permission: Managers - Rename and Managers - Edit / Update

Delete

Select one or more managers, click **Actions → Delete** and confirm.

A manager can be deleted only when

- the **balance is exactly 0** (withdraw it first);
- the manager has **no subscribers** (move them to another manager or delete them first);
- the manager has **no sub-managers** (delete or move them first).

Otherwise you see: *Unable to delete some managers, they might have balance or users beneath them*. When deleting several managers, delete sub-managers before their parent.

What happens

The manager can no longer log in and is removed from the list. Invoices and journal history are kept for reports. The username can be used again.

Required permission: Managers - Delete

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