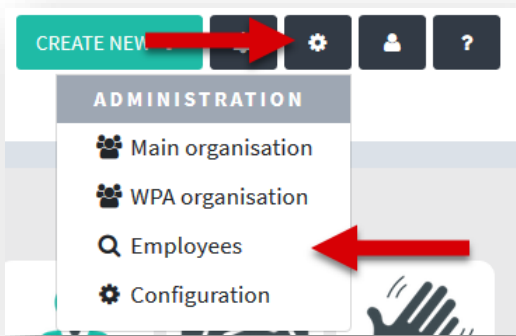
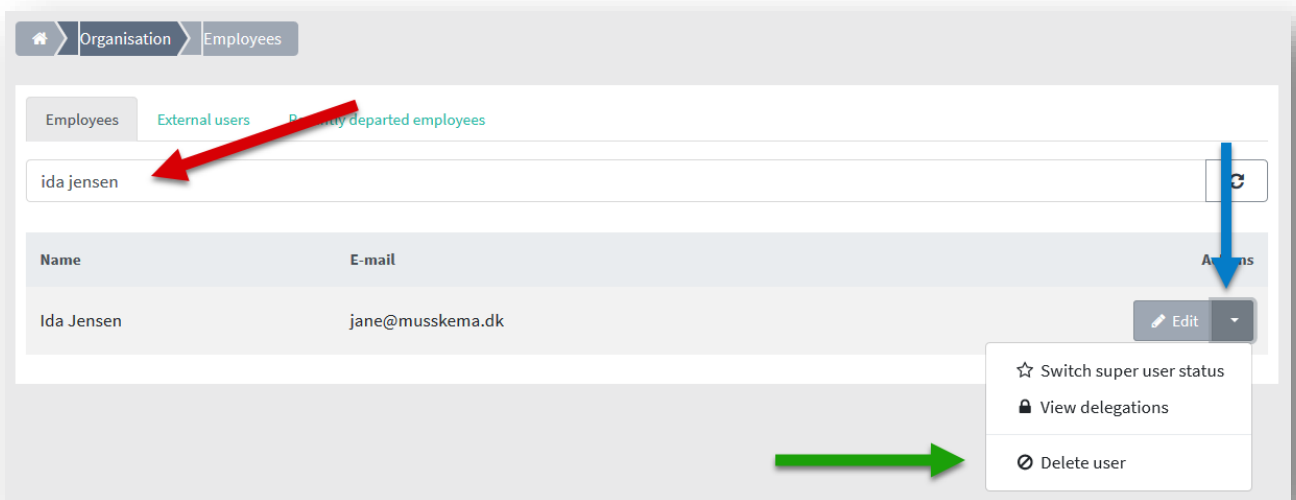


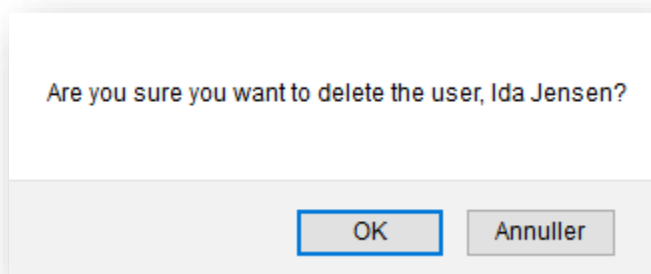
Delete employee



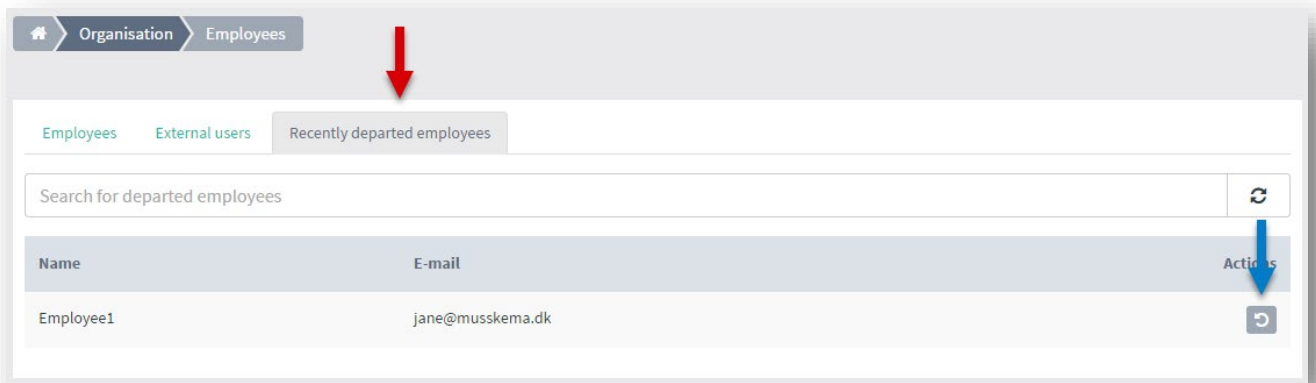
1. Select 'Employees'.



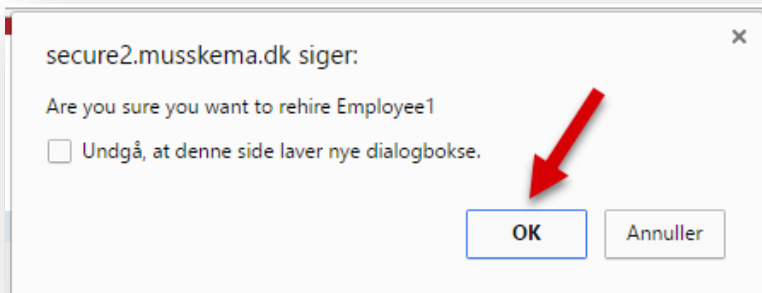
2. You can now search the employee by typing the name (red arrow), and then clicking the small arrow (blue arrow). Then click 'delete user' (green arrow) to delete the employee.



3. A pop-up box appears 'Are you sure you want to delete the user'. Click ok and the employee will be deleted.



4. You also have the option to reinstate an employee, within 14 days of deletion. Click on the tab 'Recently departed employees' (red arrow), and click on 'Rehire employee' (blue arrow).



5. A pop-up box appears 'Are you sure you want to rehire' Click ok and the employee will be reinstated in the team, he was deleted from.