

# User Guide

## Inactivating| Employees

### STEP ONE | Inactivating employees


Click on the Person tab and select employees



Search for the employee you are wanting to inactivate

### Employees for Pegasus Demonstration

Find

From 

Include Associated who have Other Home Sites


Include Unassociated


Include Inactive

Click into the person



Name	Id	Photo	Card Print	Employer	Roles	Home Site
Dundas, Amy	001 437 968			Pegasus Management Pty. Limited	Employee, User	Pegasus Demonstration


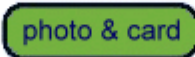
Scroll down the person profile and click edit

**Legacy Id** Legacy ID = (none specified) 

**Site Settings**  
Manual Login Manager:  For logpoints with no manual button

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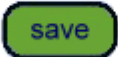
Active:  

Untick the active box

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Active:  *Untick Active to end this person's employment*

A pop-up will appear, click ok



epe.onsitetrackeasy.com.au says:

MAKING AN EMPLOYEE INACTIVE

By making this employee inactive you are indicating that this employee no longer works for your company.

It will also be possible for other users to edit their general details and transfer this person to another company!

Press OK if you wish to proceed with making this employee inactive or CANCEL to abort.

Click 'Save'

Active:

*Untick Active to end this person's employment*

cancel

save

Complete the administrator note as to why you are inactivating this person, click Proceed

### Warning

The requested action requires you to enter an Admin Note.

You are about to **INACTIVATE** Eliza Stevenson from Illawarra Coal Holdings Pty Ltd

The change to this person's status will apply **system-wide** (not just at your site). Inactivation **should ONLY** be used for one of the following reasons:

- The employee has ceased employment with this company
- The employee was entered into the system by error (including duplication)

Authorised By:

Comment:



- ▶ To proceed you will need to name the person who has authorised this change, which may be you, and to explain why this change is being made.
- ▶ Your entries will be logged in an Admin Note which can be accessed from the Report menu.
- ▶ If you cancel, your previous edits will be lost and this cardholder's view page will be redisplayed.

cancel

proceed

To reactivate person, repeat these steps and tick the active box.