

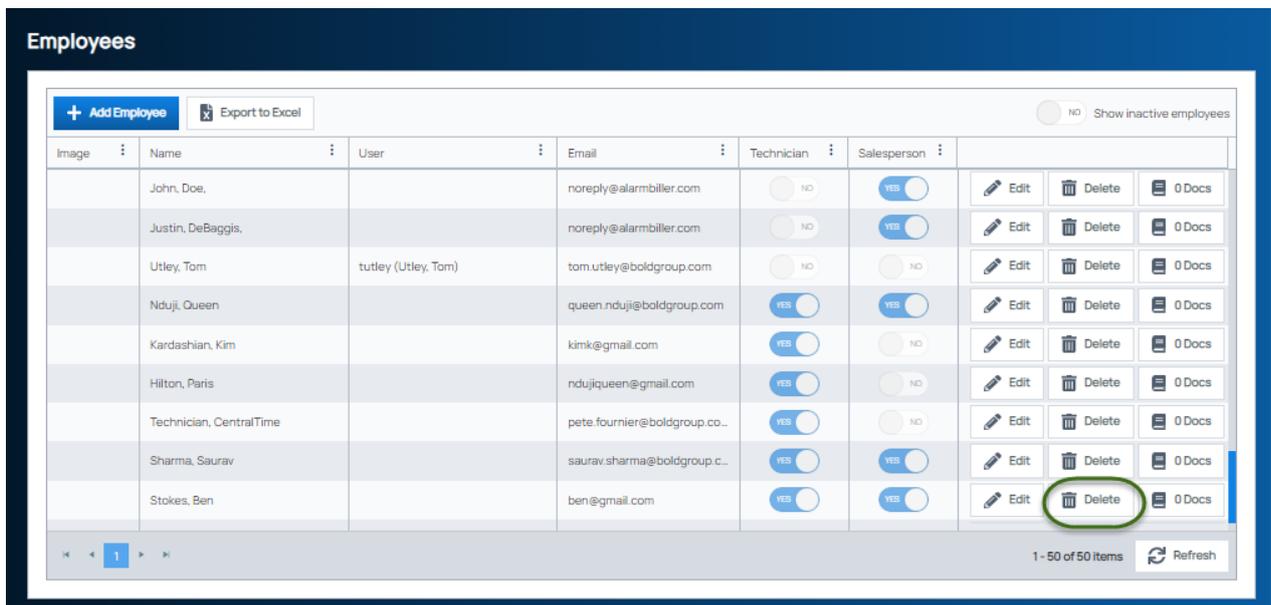
Delete an Employee

Last Modified on 10/25/2023 10:47 am EDT

To delete an Employee, from the main menu, arrive at the Employees setup with this path: Setup > Company > Employees.

The Employees list will be displayed. Locate the Employee you want to delete, and then click the **Delete** button (trash can icon).

Note: When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as “Inactive”. In most cases, if a setup value was previously marked as “deleted”, a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously “deleted”, will appear in the inactive list.



A confirmation message is displayed. Click the Yes button to proceed with the deletion (inactivation) of the employee record.

