## 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.

+ Add Employee 🕅 Export to Excel										active employe
Image :	Name	÷	User	:	Email	Technician :	Salesperson :			
	John, Doe,				noreply@alarmbiller.com	ON	YES	J Edit	Delete	0 Docs
	Justin, DeBaggis,				noreply@alarmbiller.com	01	YES	J Edit	Delete	0 Docs
	Utley, Tom		tutley (Utley, Tom)		tom.utley@boldgroup.com	ND	ND	J Edit	Delete	0 Docs
	Nduji, Queen				queen.nduji@boldgroup.com	VES	YES	J Edit	Delete	0 Docs
	Kardashian, Kim				kimk@gmail.com	YES	ND	J Edit	Delete	0 Docs
	Hilton, Paris				ndujiqueen@gmail.com	VES	ND	J Edit	Delete	0 Docs
	Technician, CentralTime				pete.fournier@boldgroup.co	VES	ND	J Edit	Delete	0 Docs
	Sharma, Saurav				saurav.sharma@boldgroup.c	YES	YES	J Edit	Delete	0 Docs
	Stokes, Ben				ben@gmail.com	YES	YES	Jedit 🖉	Delete	0 Docs

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

