

Archive Employees

Last Modified on 20/10/2023 2:04 pm BST

Archive an Individual Employee

Automatically Archive an Employee

Archive Employees in Bulk

Permissions

You will require an Access Role with the following permissions:

- Employees
- Import Data Wizard
- Reports

1. Navigate from the **Home** page to **Administrative Settings | User Management | Employees**.

Employees

Search Options

Enter surname of employee (or lead characters) Username

E-mail Address


Role

Signoff Group

Default Department













Default Costcode

2. Use the available search filters and click **Search** to find the required employee.

3. Click  to archive the selected employee.

Employees

Display Filter

     	Username	Title (Mr/Mrs/Dr)	First Name	Surname	Group Name	E-mail Address ▼
     	Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com