

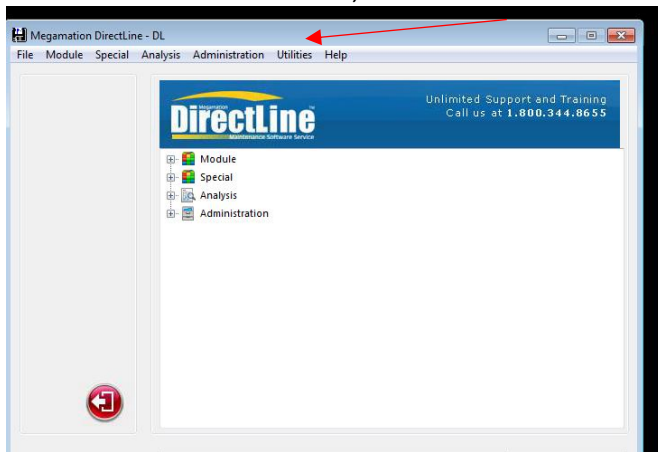
Facilities Ancillary Services Best Practice

Setting An Employee as In-Active

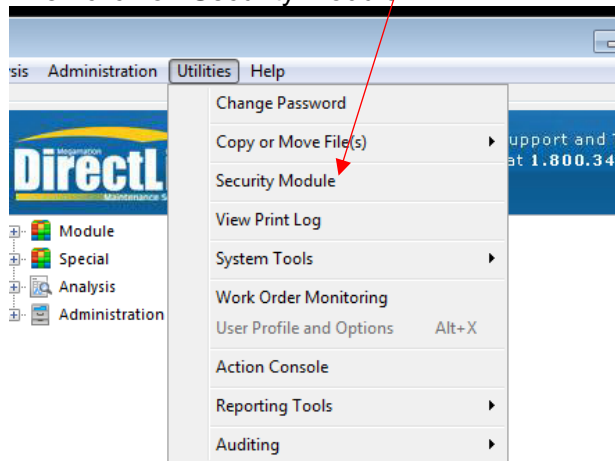
INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide clear directions on how to delete an inactive employee from the Megamation work order system.

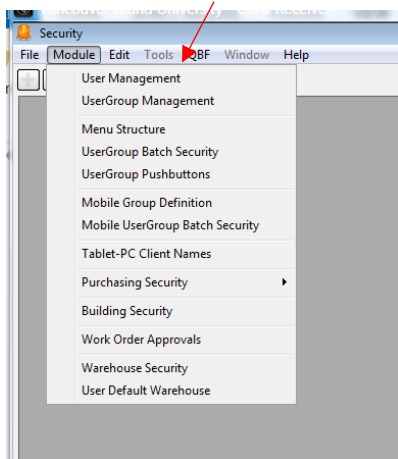
From the work order console, click on Utilities



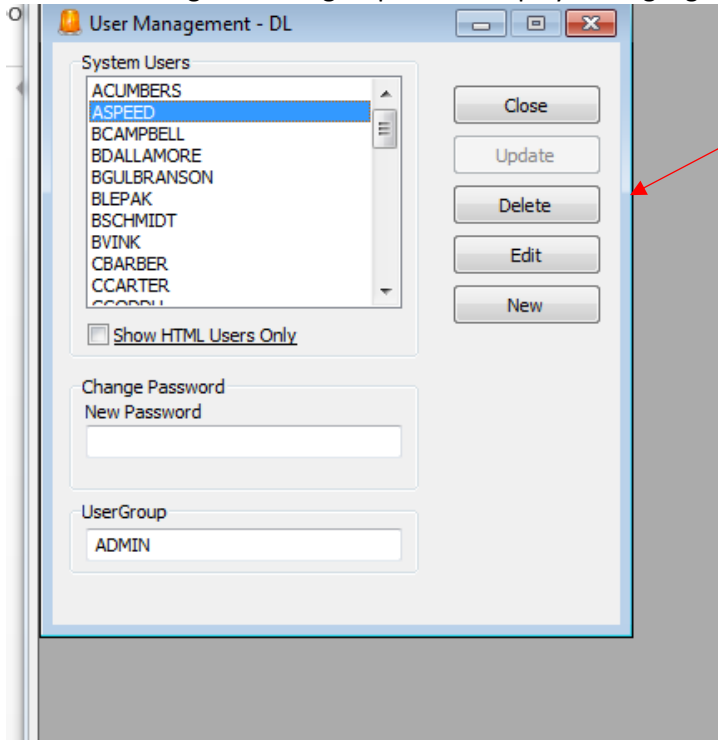
Then click on Security Module



Under the Security Module, click on Module and then click on User Management



The User Management DL group will be displayed. Highlight name and delete.



The employee will show inactive on the employee entry screen.