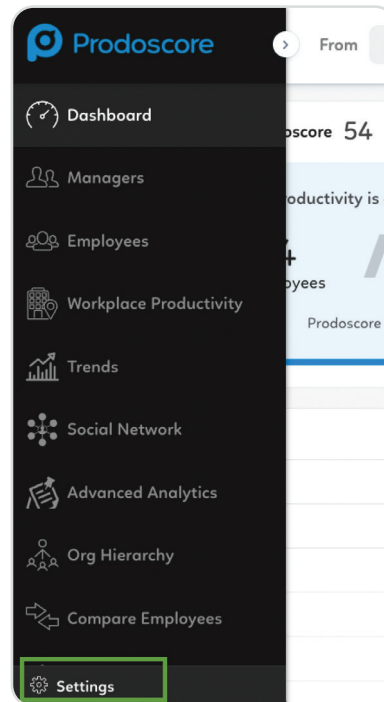
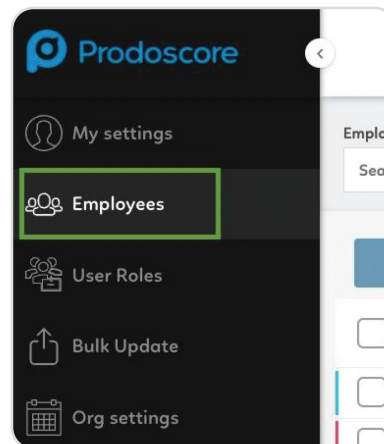


1 Go to **Settings** in the left menu



2 Click **Employees**



3 Find the Employee you'd like to remove

4 Change their User Role to either option:

1. Not Activated

- a. Preserves the data
- b. Frees up a license
- c. Employee will be listed under the "new employees" section

2. Terminated

- a. **DOES NOT** preserve the data
- b. Frees up a license
- c. Employee will be listed under the "terminated" section

