

## USER SEAT MANAGEMENT: ARCHIVE EMPLOYEE



**NOTE:** This action will remove the employee from active reports, metrics, and email communications. The employee will still occupy a seat in the company account. To permanently remove an employee, see also *Deleting Sub Accounts*.

**NOTE**: Depending on your level of system access, this feature may not be available to you.

To get started, click the Settings tile from the main dashboard within Drive Learning.



Click the Employee Settings tile.



					Modul	
<b>Employee Name:</b> Employee Name	Department:	Job Class:		*		
Jser Access:						
	Clear filters					
ow _10	Clear filters	Department	lob Class	Search	1: User Access	Edit
ow 10 • entries Employee Name _ Madison Sinclair	Clear filters  Email  madison_sinclair@example.com	Department	Job Class 🖍 Mechanical Engineer	Search	User Access	Edit
10 • entries Employee Name Madison Sinclair Mike Dodge	Fclear filters  Email  madison_sinclair@example.com mikedodge@example.com	Department Engineering Human Resources	Job Class 🔹 🔪 Mechanical Engineer Design Engineer	Search	user Access Basic User Basic User	Edit Edit Edit
10 entries Employee Name Madison Sinclair Mike Dodge Mike Ford	Clear filters      Email      madison_sinclair@example.com      mikedodge@example.com      mike_ford@example.com	Department Engineering Human Resources Human Resources	Job Class Account of the second secon	Search Location Superior, WI Marquette, MI Marquette, MI	Basic User Basic User Basic User	Edit Edit Edit
10     entries       Employee Name     Image: Complex State of the state of th	Cenail Cenail Cenail Cenail Cenail Cenail Cenail Cenail Cenaid C	Department           Engineering           Human Resources           Human Resources           Accounting	Job Class Mechanical Engineer Design Engineer Design Engineer Accounting Clerk	Search Location ( Superior, WI Marquette, MI Marquette, MI Atlanta, GA	User Access Basic User Basic User Basic User Basic User Basic User	Edit Edit Edit Edit Edit

Select the employee you would like to Archive by clicking the *Edit* button.

<ul> <li>Back</li> </ul>	Employee Settings						Module Menu		
Employee Name:	Edit Employee Information								
Employee Name	Personal Information	W	ork Information						
	First Name: Mike Last Name:		User Access: Basic User						
User Access:									
	Ford	N	larquette, MI		~				
	Email:		Department:						
Show 10 <b>▼ ent</b>	mike_ford@example.com	н	luman Resources		~	-			
Employee Name		Job	Class:			ccess .	Edit		
Madison Sinclair	Currently Employed? 🥑	D	esign Engineer		*	User	Edit		
Mike Dodge	Cancel			Update En	nployee	Jser	Edit		
Mike Ford	mike_ford@example.com	Human Resources	Design Engineer			Jser	Edit		
Sara Thatcher	sarahthatcher@example.com	Accounting	Accounting Clerk	Atlanta, GA	Basic	User	Edit		
Thomas Perkins	thomas_perkins@example.com	Field Operations	Forklift Operator I	Oxford, MI	Basic	User	Edit		

Un-check the *Currently Employed* box, enter the effective date when prompted, and click the *Update Employee* button to save.