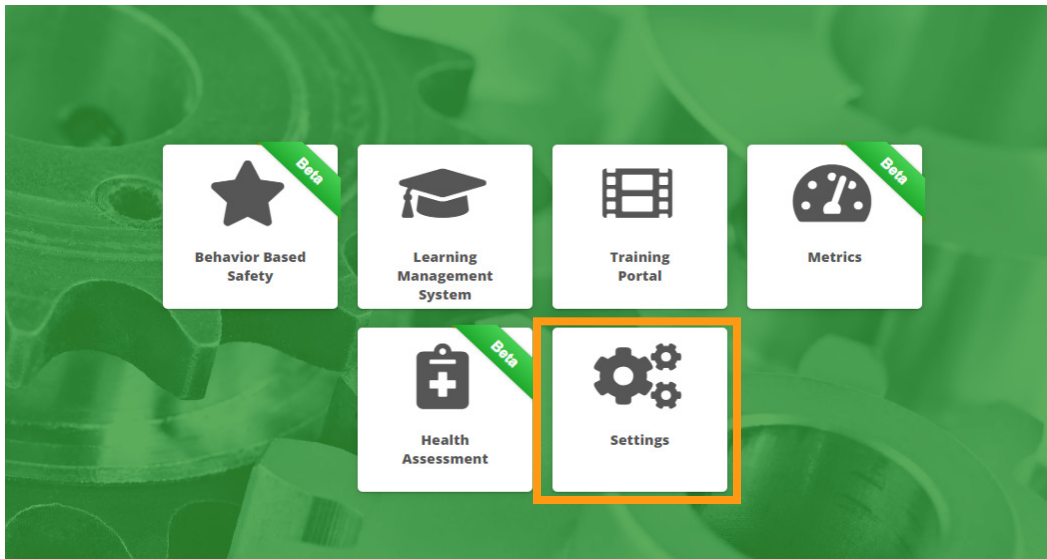


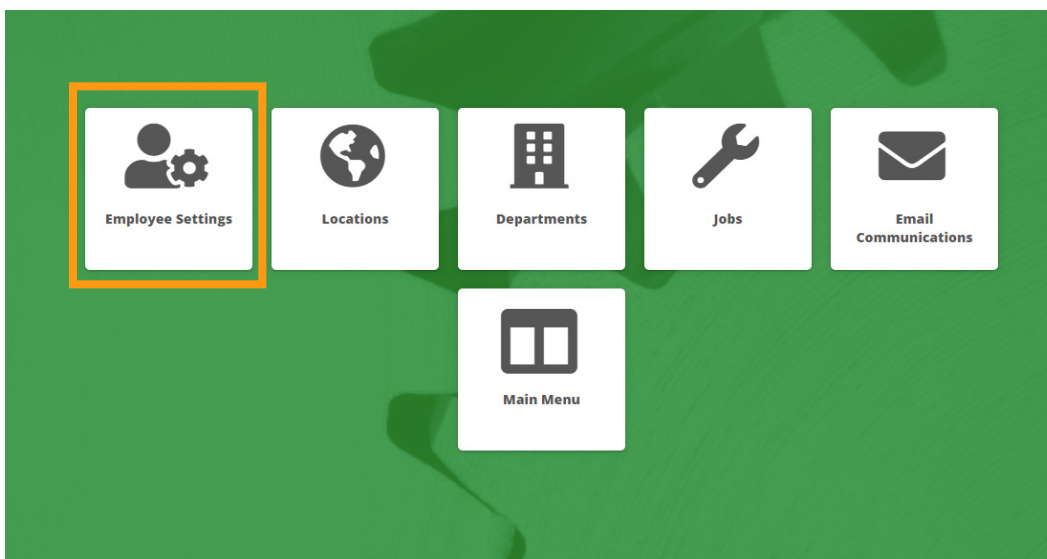
USER SEAT MANAGEMENT: ARCHIVE EMPLOYEE



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.

← Back **Employee Settings** Module Menu

Employee Name: Department: Job Class: Location:

User Access:

Show 10 entries Search:

Employee Name	Email	Department	Job Class	Location	User Access	Edit
Madison Sinclair	madison_sinclair@example.com	Engineering	Mechanical Engineer	Superior, WI	Basic User	<input type="button" value="Edit"/>
Mike Dodge	mikedodge@example.com	Human Resources	Design Engineer	Marquette, MI	Basic User	<input type="button" value="Edit"/>
Mike Ford	mike_ford@example.com	Human Resources	Design Engineer	Marquette, MI	Basic User	<input type="button" value="Edit"/>
Sara Thatcher	sarahthatcher@example.com	Accounting	Accounting Clerk	Atlanta, GA	Basic User	<input type="button" value="Edit"/>
Thomas Perkins	thomas_perkins@example.com	Field Operations	Forklift Operator I	Oxford, MI	Basic User	<input type="button" value="Edit"/>

« < 1 2 3 > »

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

← Back **Employee Settings** Module Menu

Employee Name: User Access:

Show 10 ent

Edit Employee Information

Personal Information

First Name:

Last Name:

Email:

Currently Employed:

Work Information

User Access:

Location:

Department:

Job Class:

Employee Name	Email	Department	Job Class	Location	User Access	Edit
Madison Sinclair	madison_sinclair@example.com	Engineering	Mechanical Engineer	Superior, WI	Basic User	<input type="button" value="Edit"/>
Mike Dodge	mikedodge@example.com	Human Resources	Design Engineer	Marquette, MI	Basic User	<input type="button" value="Edit"/>
Mike Ford	mike_ford@example.com	Human Resources	Design Engineer	Marquette, MI	Basic User	<input type="button" value="Edit"/>
Sara Thatcher	sarahthatcher@example.com	Accounting	Accounting Clerk	Atlanta, GA	Basic User	<input type="button" value="Edit"/>
Thomas Perkins	thomas_perkins@example.com	Field Operations	Forklift Operator I	Oxford, MI	Basic User	<input type="button" value="Edit"/>

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