

DEACTIVATE OR REACTIVATE A USER

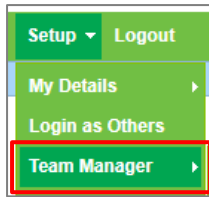
The option to deactivate or reactivate an employee ensures that the information is retained, but that they do not appear in current reports or lists when they are no longer employed by you.

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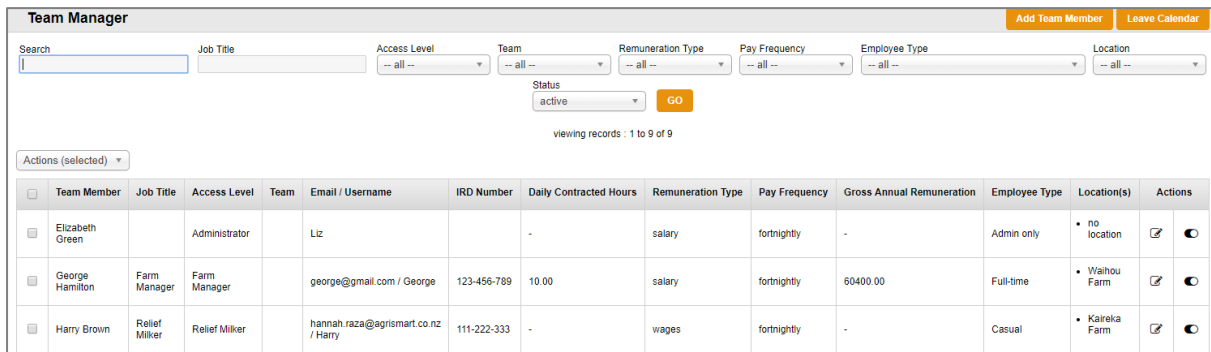
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Deactivating a User







1. Hover on *Setup* and click on *Team Manager*



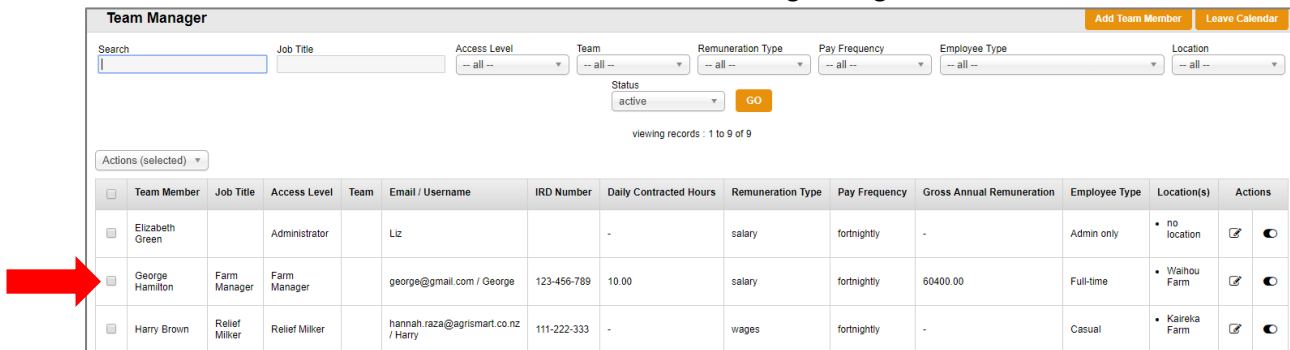
This will bring up a list of all current team members:









A screenshot of the 'Team Manager' interface. It features a search bar and several filter dropdowns: Job Title, Access Level (set to 'all'), Team (set to 'all'), Remuneration Type (set to 'all'), Pay Frequency (set to 'all'), Employee Type (set to 'all'), and Location (set to 'all'). A 'Status' dropdown is set to 'active', and a 'GO' button is present. Below the filters, it says 'viewing records : 1 to 9 of 9'. A table lists team members with columns: Team Member, Job Title, Access Level, Team, Email / Username, IRD Number, Daily Contracted Hours, Remuneration Type, Pay Frequency, Gross Annual Remuneration, Employee Type, Location(s), and Actions. The table contains three rows: Elizabeth Green (Administrator), George Hamilton (Farm Manager), and Harry Brown (Relief Milker).

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
Elizabeth Green		Administrator		Liz		-	salary	fortnightly	-	Admin only	• no location	 
George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	 
Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kaireka Farm	 

2. Find the team member who needs to be deactivated e.g. George Hamilton:



A screenshot of the 'Team Manager' interface, identical to the previous one. A red arrow points to the row for George Hamilton.

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
Elizabeth Green		Administrator		Liz		-	salary	fortnightly	-	Admin only	• no location	 
George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	 
Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kaireka Farm	 

3. Click on the *deactivate* switch:



A close-up screenshot of the 'Actions' column for George Hamilton. The deactivate switch, represented by a circle with a dot, is highlighted with a red box.

	George Hamilton	Farm Manager	Farm Manager	george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	 
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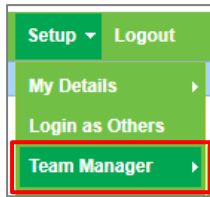
4. Click *OK*:



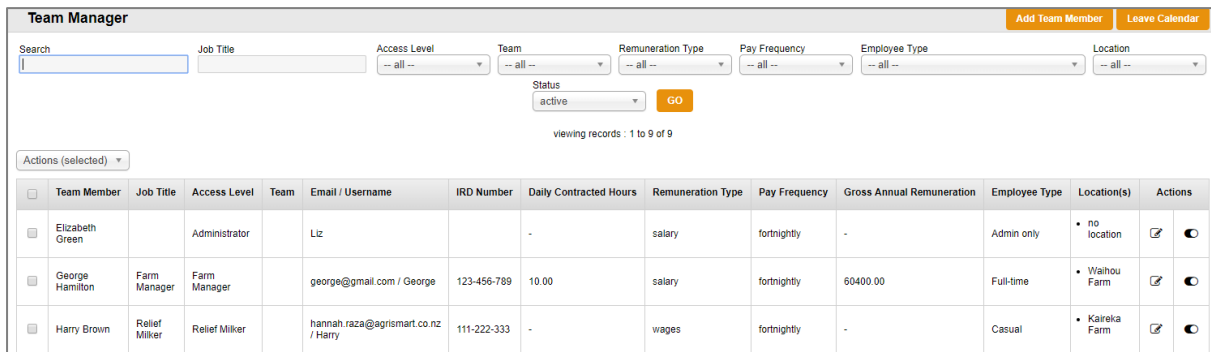
The team member will no longer appear in the current employees list.

Reactivating a User







1. Hover on *Setup* and click on *Team Manager*



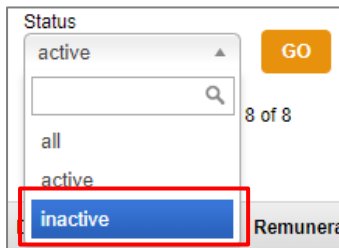
This will bring up a list of all current team members:



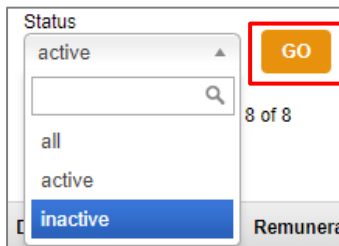
A screenshot of the 'Team Manager' interface. It features a search bar and several filter dropdowns: Job Title, Access Level (set to 'all'), Team, Remuneration Type (set to 'all'), Pay Frequency (set to 'all'), Employee Type (set to 'all'), and Location (set to 'all'). The Status dropdown is set to 'active', and a 'GO' button is visible. Below the filters, it says 'viewing records : 1 to 9 of 9'. A table lists team members with columns for Team Member, Job Title, Access Level, Team, Email / Username, IRD Number, Daily Contracted Hours, Remuneration Type, Pay Frequency, Gross Annual Remuneration, Employee Type, Location(s), and Actions.

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
Elizabeth Green		Administrator		Liz		-	salary	fortnightly	-	Admin only	• no location	 
George Hamilton	Farm Manager	Farm Manager		george@gmail.com / George	123-456-789	10.00	salary	fortnightly	60400.00	Full-time	• Waihou Farm	 
Harry Brown	Relief Milker	Relief Milker		hannah.raza@agrismart.co.nz / Harry	111-222-333	-	wages	fortnightly	-	Casual	• Kaireka Farm	 

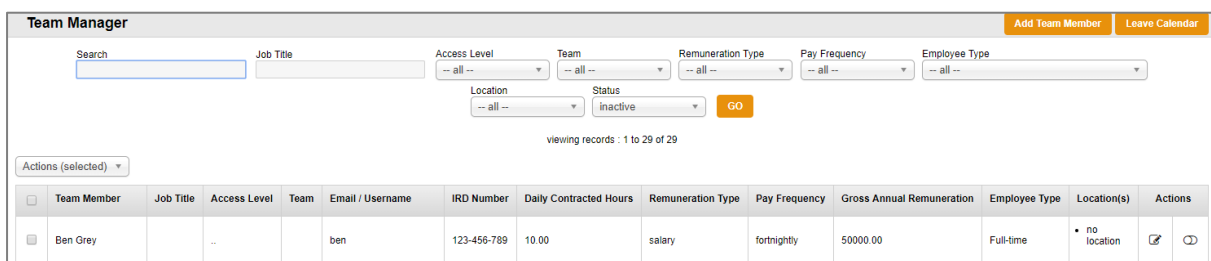
2. Click on the dropdown menu in the *Status* field and select *Inactive*:





3. Click *GO*:



This will bring up a list of all inactive team members:



A screenshot of the 'Team Manager' interface. The Status dropdown is now set to 'inactive', and the 'GO' button is highlighted. It says 'viewing records : 1 to 29 of 29'. A table lists team members with columns for Team Member, Job Title, Access Level, Team, Email / Username, IRD Number, Daily Contracted Hours, Remuneration Type, Pay Frequency, Gross Annual Remuneration, Employee Type, Location(s), and Actions.

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type	Location(s)	Actions
Ben Grey		...		ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	• no location	 

4. Find the team member to reactivate e.g. Ben Grey:

<input type="checkbox"/>	Ben Grey	..	ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	• no location		
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5. Click on the *activate* switch:

<input type="checkbox"/>	Ben Grey	..	ben	123-456-789	10.00	salary	fortnightly	50000.00	Full-time	• no location		
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6. Click *OK*:

c3.timesmart.co.nz says

Activate user, are you sure? You can reverse this by changing the "user status" to "active" above

The team member will now appear in the current employees list.