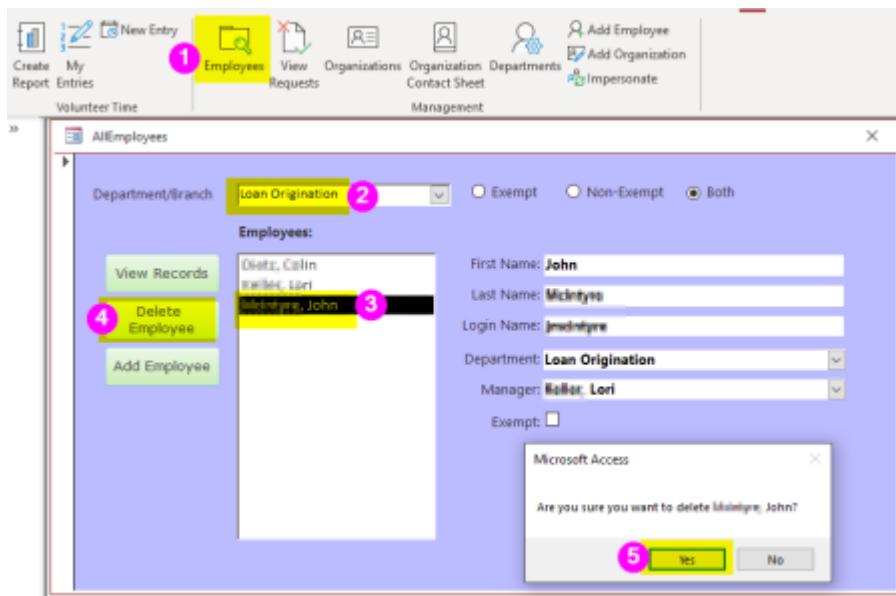


Deleting Employees

When an employee leaves the bank, they should be deleted from the system. Here are the steps to do that:

1. Click the "Employees" icon in the ribbon
2. Choose the employee's Department/Branch from the dropdown
3. Select the employee name
4. Click [Delete Employee]
5. Click [Yes] to confirm the deletion



Notes

- Only certain admin users have permission to delete employees; if you do not see the [Delete Employee] button, you will need to ask someone with that permission to perform the delete for you
- Do not use the [Delete Employee] button if the employee is moving to a new department
- There is no way to "Un-Delete" an employee within the system; if you accidentally delete an employee, contact us (Grandjean & Braverman) to restore the deleted employee
- If you delete an employee from the system, you cannot re-add that employee back into the system; the system only allows one employee record per Windows login name
- Do not try to get around the one-employee-per-login restriction by adding an employee record with a different login than what IT has assigned them; the program will not work without the user's actual login name

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