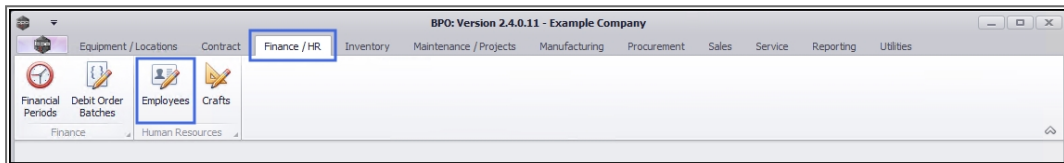


HUMAN RESOURCES

EMPLOYEES – DELETE EMPLOYEE

Ribbon Access: *Finance and HR > Employees*



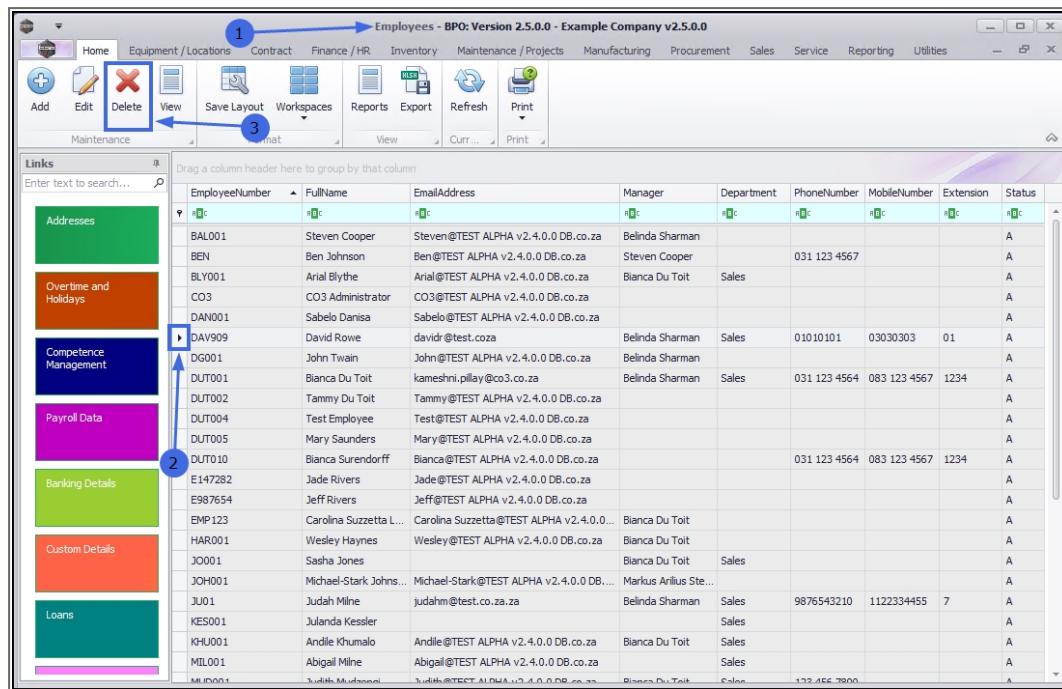
1. The **Employees** listing screen will display.

SELECT EMPLOYEE

2. Select the **row** of the employee whom you wish to **remove** from the data grid.

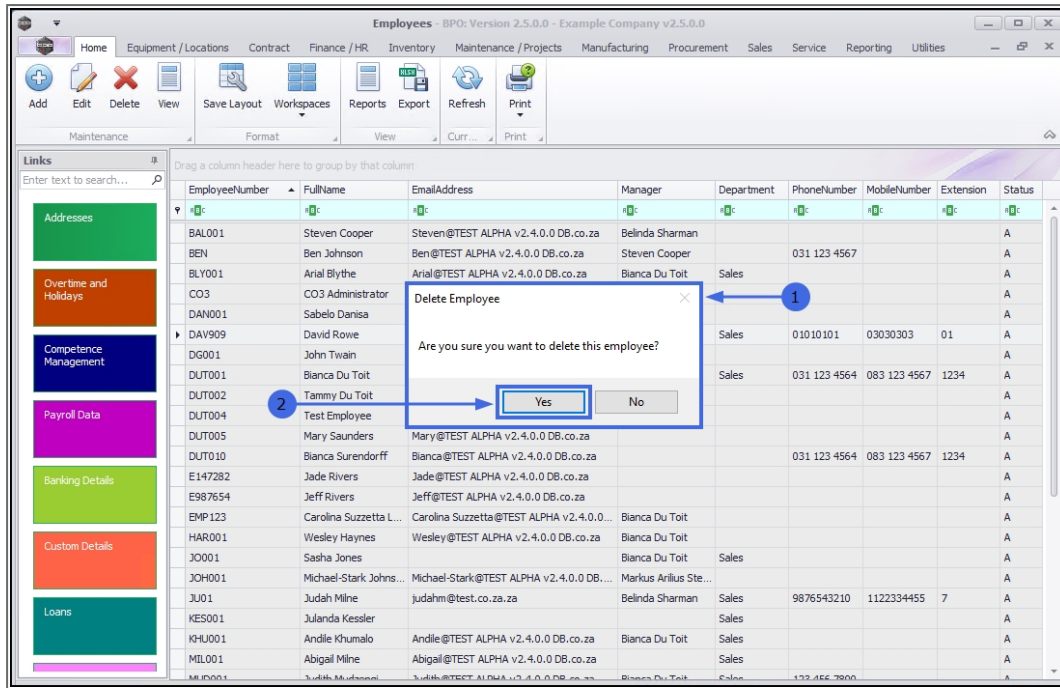
DELETE EMPLOYEE

3. Click on **Delete**.



CONFIRM DELETION

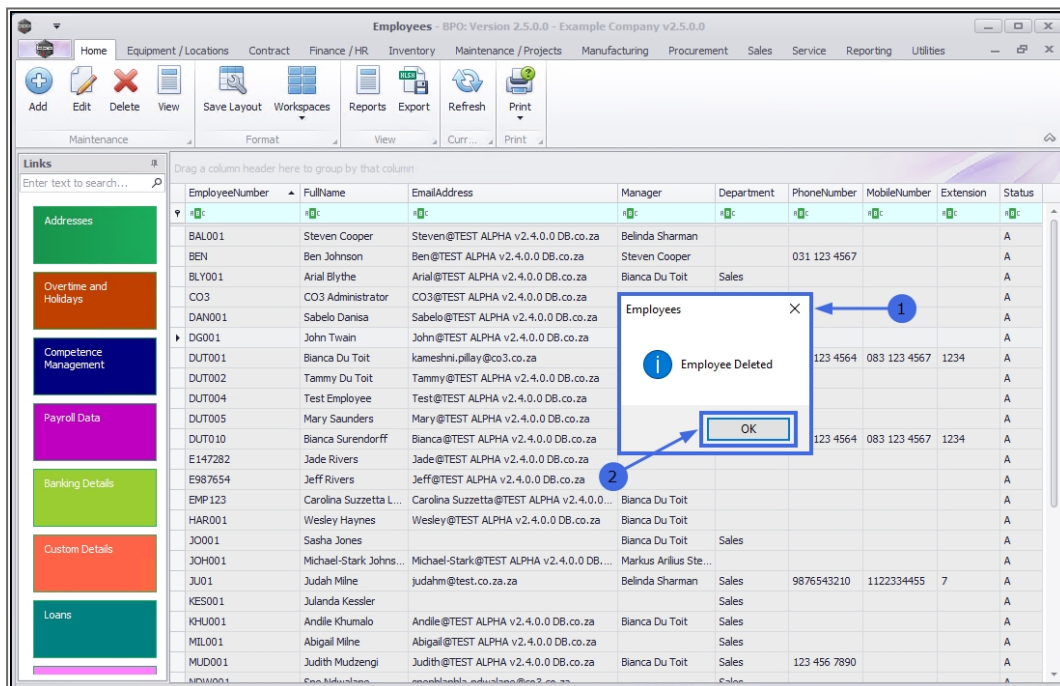
1. A **Delete Employee** message box will pop up asking;
 - **Are you sure you want to delete this employee?**
2. Click on **Yes**.



1. A second message box will pop up, informing you;

- **Employee Deleted**

2. Click on **OK**.



VIEW DELETION RESULTS

The selected employee will be **removed** from the data grid.

Employees - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Reports Export Refresh Print

Maintenance Format View Curr... Print

Links

Enter text to search...

Drag a column header here to group by that column

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales				A
CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A
DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A
DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
DUT001	Blanca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	A
DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT010	Blanca Surendorff	Blanca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
EMP123	Carolina Suzzetta L...	Carolina Suzzetta@TEST ALPHA v2.4.0.0...	Blanca Du Toit					A
HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit					A
JO001	Sasha Jones		Blanca Du Toit	Sales				A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arilius Ste...					A
JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9876543210	1122334455	7	A
KES001	Julanda Kessler			Sales				A
KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales				A
MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales	123 456 7890			A
MUW001	Ena Ndushane	enahndushane@co3.co.za		Sales				A

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