



Module: m/02/130

'Deleting a timeware® personnel record...'



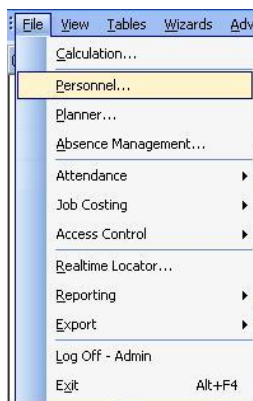
The act of deleting a personnel record removes *all* data for the person including historic bookings and absences. We strongly recommend **against** deleting personnel records – instead we recommend modifying the person's status to *Leaver*.



1. To access timeware® personnel, select the Personnel Quick link,

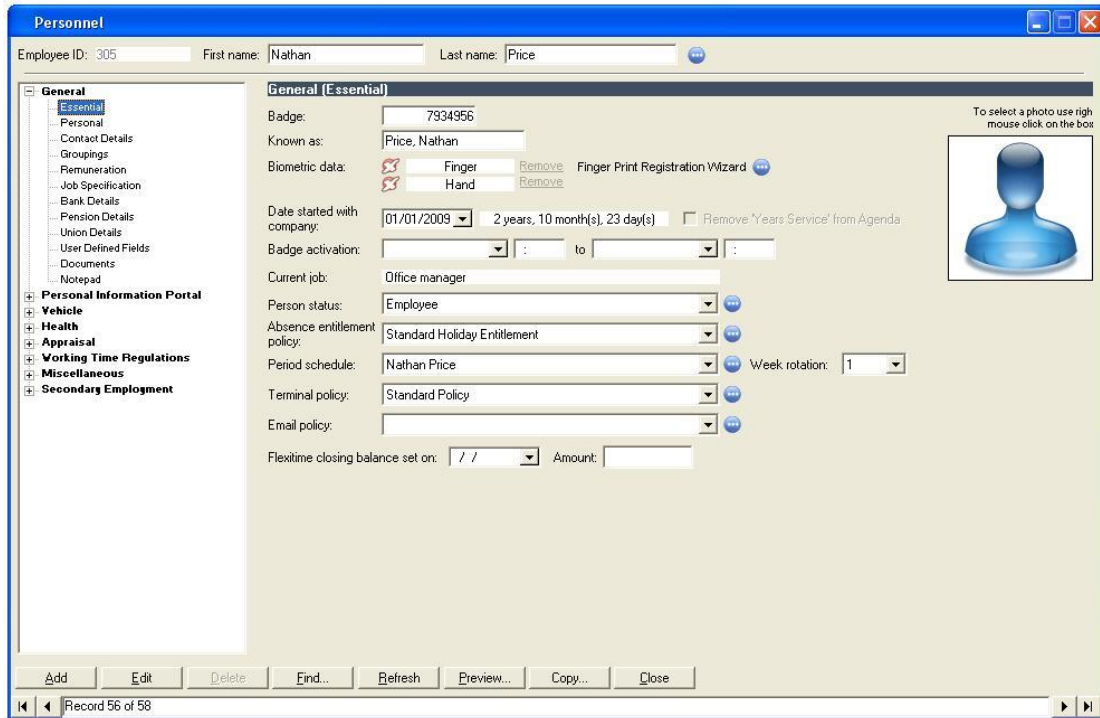


or, select File, then Personnel...





2. The personnel screen will appear at the record last viewed by the user.

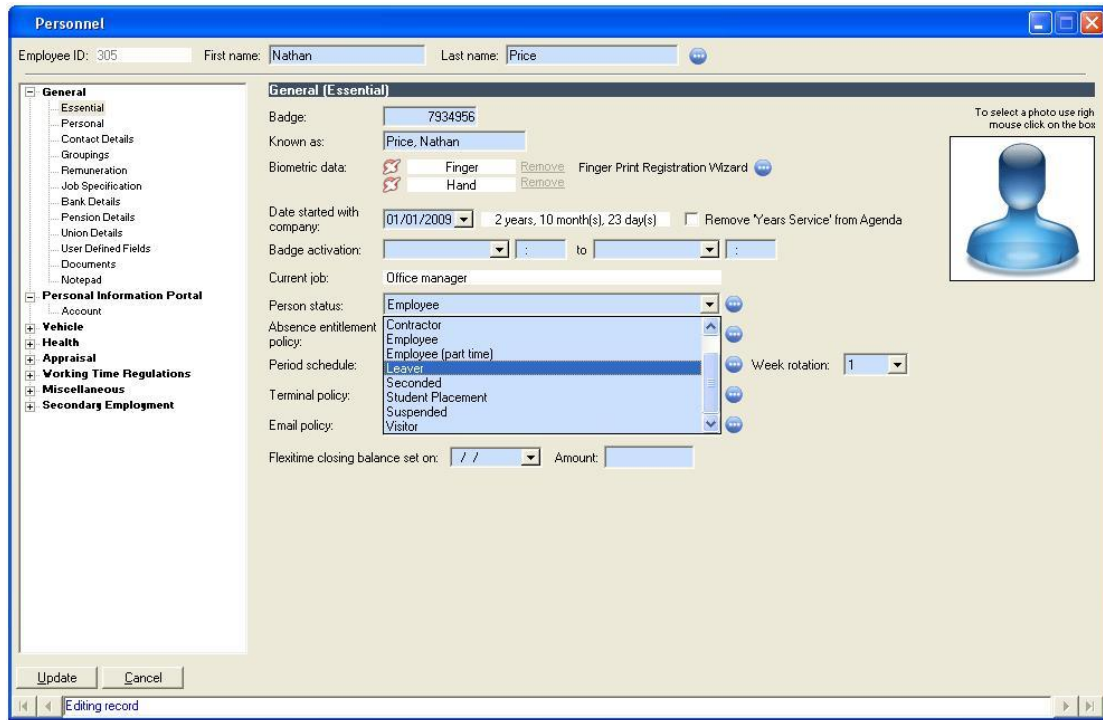


Press <Find> and identify the relevant person using the search facilities.



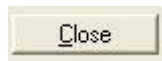


3. Click on <Edit> and select the Essential screen. Next modify the person's Status to 'Leaver'



Next, click <Update> to save the personnel record. The person's details will be removed from the relevant timeware® terminals within thirty seconds.

Click <Close> to leave Personnel.





Notes