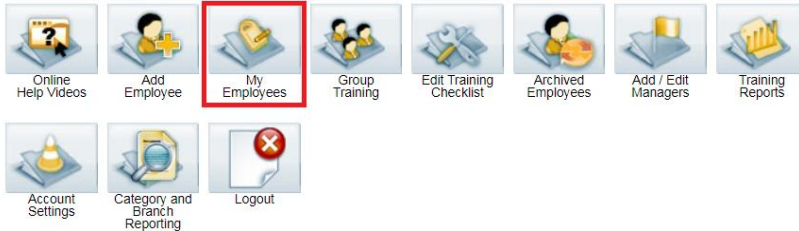


HOW TO ARCHIVE EMPLOYEES

When an employee no longer works for the company you can Archive them to remove them from your employee list.

Select the **"My Employees"** icon and scroll down the page go to the employee that you wish to remove/Archive.



Select the **"Archive"** option. You will be asked to confirm that you wish to archive. The employee will no longer be shown on the **"My Employees"** page. Their ID # will no longer be able to access training.



Thank you for ordering with,



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