

## Terminate (Deactivate) and Reactivate a Person

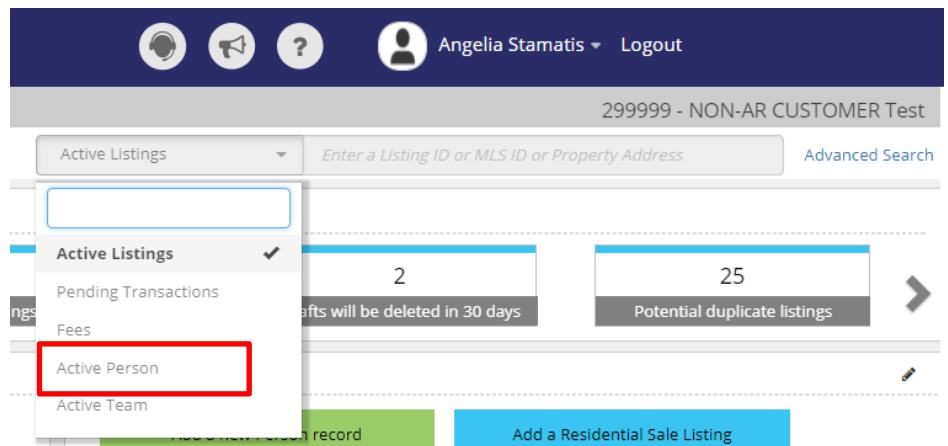
If a person has left your company, use **dash** to terminate their access to dash and your brand extranet sites, and change their status to Deactive.

A terminated/ deactivated person can be updated back to an Active status at any time, if they return to your company.

Fields marked with an asterisk (\*) are mandatory.

### To Terminate/ Deactivate a Person:

1. Click the dropdown list in the Quick Search box.
2. Select **Active Person**.



3. Type the name of the person you're searching for.
4. From the search results, click on the edit pencil to the left of the person's name you wish to terminate or reactivate.

This will bring you to the **Edit Person** screen.



5. Click **Actions** on the top right hand corner.
6. Select **Deactivate This Person**.

The screenshot shows the 'UPDATE A PERSON' form for Mark Whitmer. The 'ACTIONS' dropdown menu is open, showing 'Deactivate This Person' and 'Reset Password'. The form fields include: FIRST NAME (Mark), MIDDLE NAME, LAST NAME (Whitmer), SUFFIX (with a dropdown for Jr, Sr, III etc.), MILIAR NAME (Mark), and INTED NAME (Mark Whitmer). There is an 'Add in Another language' button at the bottom.

A deactivation confirmation window displays.

7. Click the calendar.
8. Select the date when the person should be terminated.
9. Click **Continue**.

The 'Confirm Deactivation' window shows a message: 'All existing active positions will be terminated. Also access to the dash application and extranet sites this person may have will also be terminated'. The 'DEACTIVATION DATE' is set to 02/05/2018. A calendar for February 2018 is displayed, with the 5th selected. A 'Continue' button is visible at the bottom right.

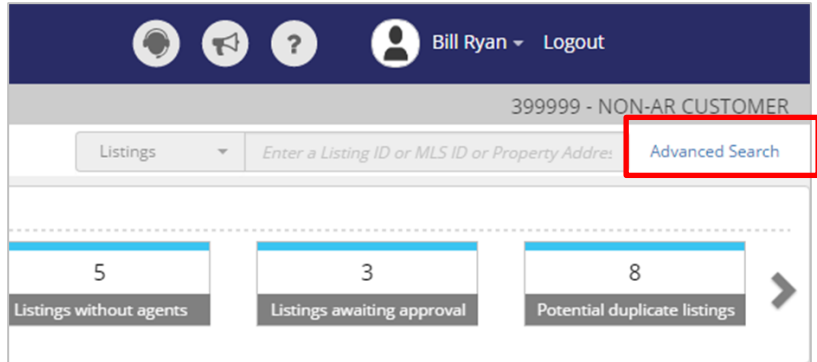
A confirmation displays, letting you know that the individual has been deactivated successfully.

The More Actions section allows you to print the record, view the person or return to the people home page

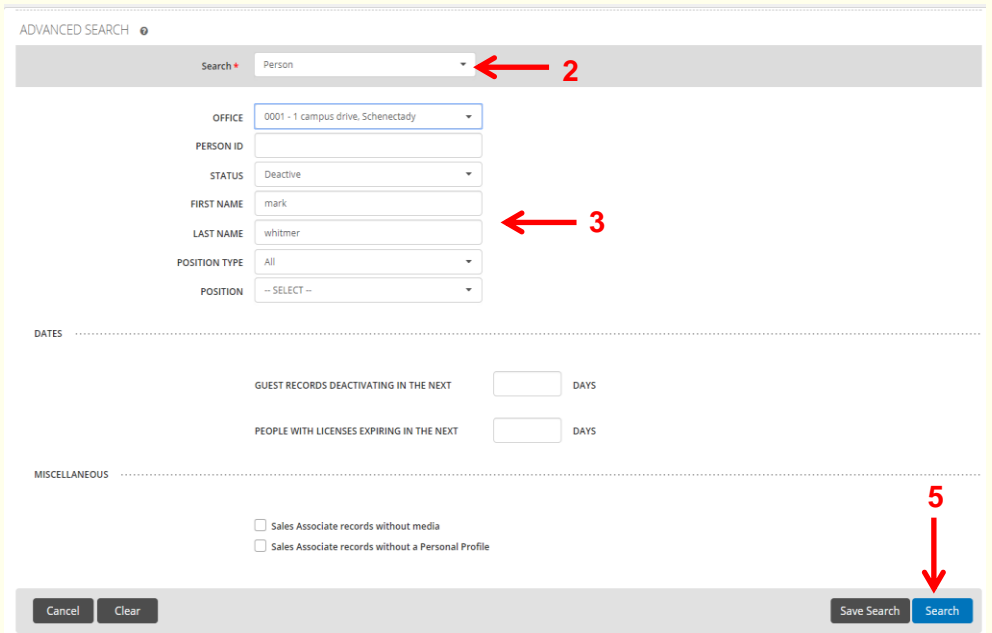
The 'UPDATE A PERSON' confirmation page shows a success message: 'Person deactivated successfully. Mark Whitmer (Person ID: 4413)'. Below this, the 'MORE ACTIONS' section includes: 'Print this record', 'Go to People Home Page', and 'View this Person'.

### To Reactivate a Person:

1. Click **Advanced Search**.

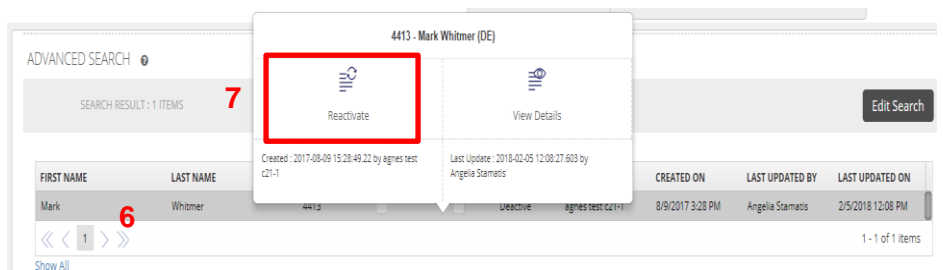


- 2. Select *Person* for **Search**.
- 3. Select **Deactive** for Status.
- 4. Fill in the rest of the person's details to further narrow the search results.
- 5. Click **Search**.



The search results list displays.

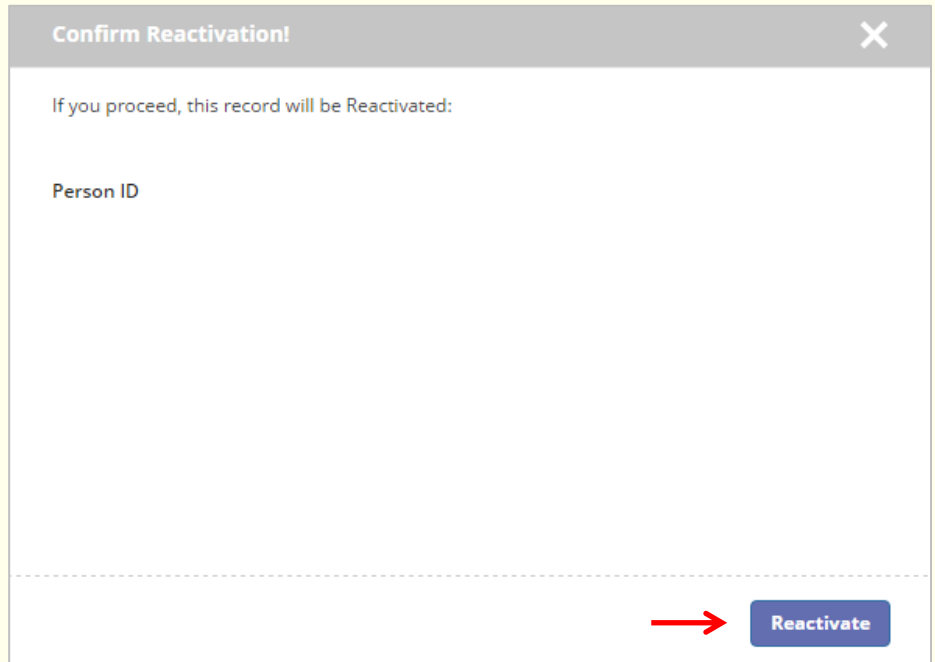
- 6. Click anywhere on the record of the individual you would like to reactivate.
- 7. An action overlay appears. Click **Reactivate**.



A reactivation confirmation window displays.

8. Click **Reactivate**.

A confirmation displays, letting you know that the individual has been reactivated successfully.



A confirmation displays, letting you know that the individual has been reactivated successfully.

The More Actions section allows you to print the record, view the person or return to the people home page

