



D A M S T R A

CONNECT + PROTECT YOUR WORLD



✓ Terminate and Archive a Worker via Worker Register

PRODUCT: Damstra Safety

VERSION:

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APPROVED BY:

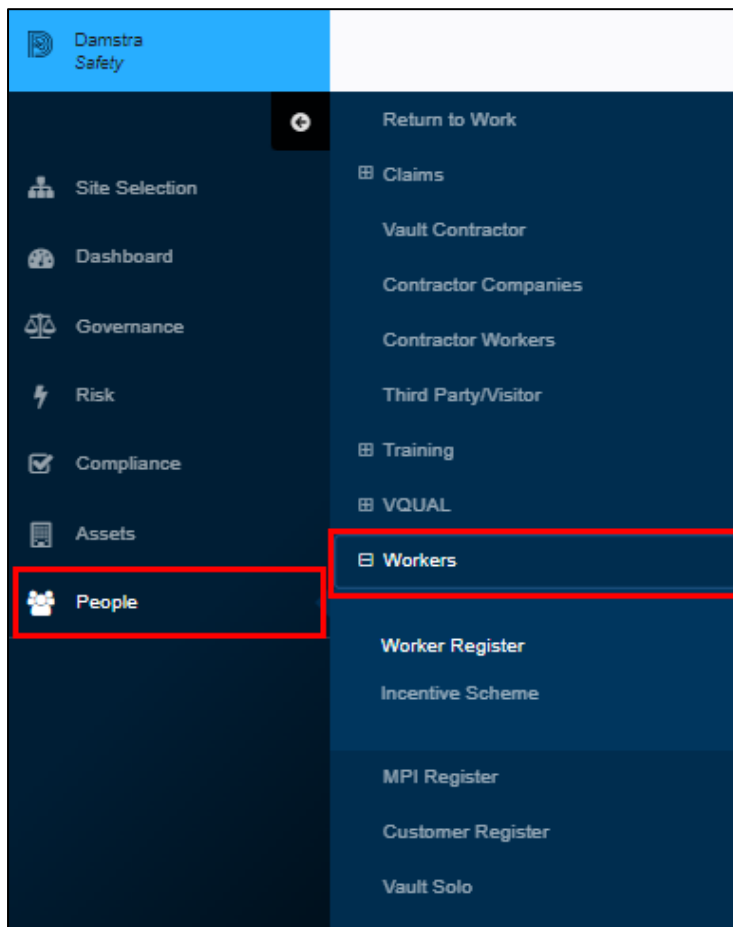
Terminate and Archive a Worker via Worker Register

Reminders:

- (1) This action is preferable for cleaning up users. It ensures a worker's termination date has been inputted and has been archived - that it makes the user profile inactive. This action is reversible.
- (2) A user labelled "Vault/Damstra Support" must not be archived or deleted (there might be one or more of these in your system). They are created to solely support your Safety system and will not be billed.

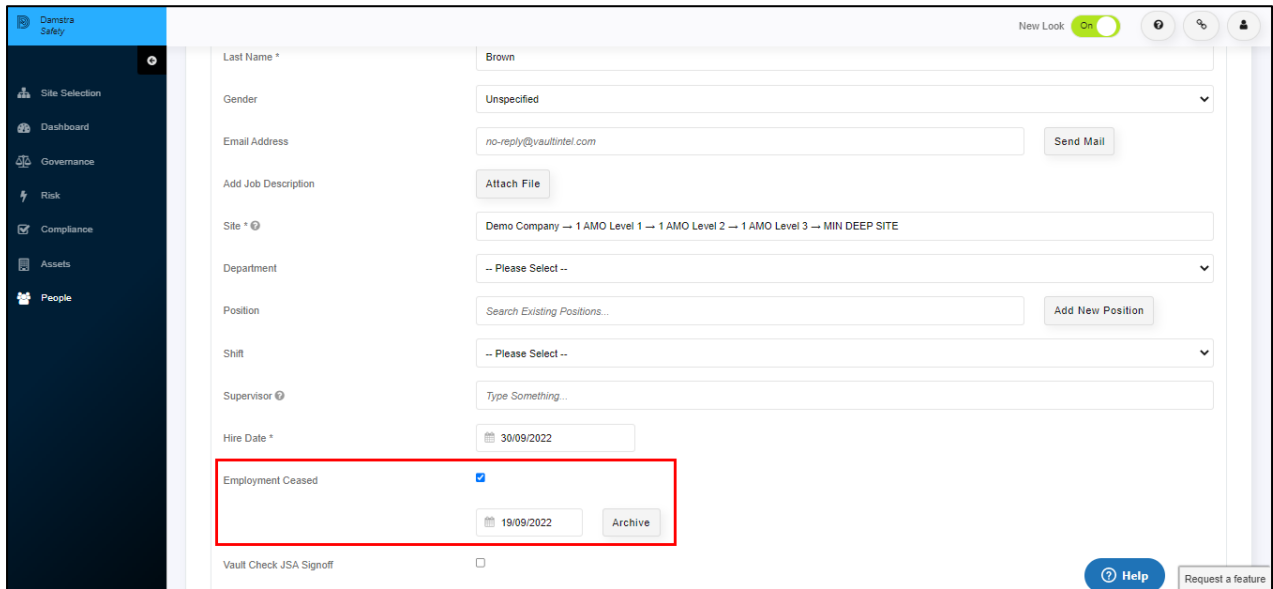
Employee No.	First Name	Last Name	Site	Department	Position	Supervisor	Actions
VLT	Vault	Support					Actions ▾

Users are terminated and archived via Workers. This can be found under the People menu at the left side of the web screen.

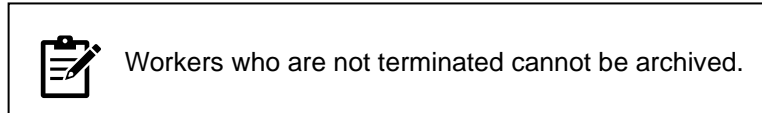
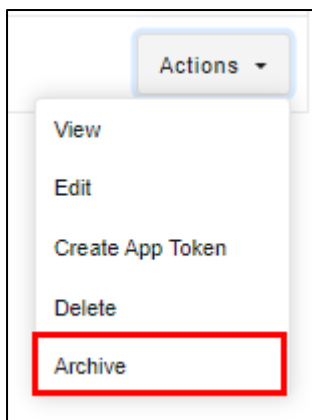


To terminate and archive a user:

1. Click the 'Workers' submenu
2. A register of all existing workers is shown - search the user to terminate
3. Along the person/user name, click 'Actions' then 'Edit'
4. Tick 'Employment Ceased' under 'Employee Information' section
5. Enter the termination date
6. Scroll down and click 'Save worker'



7. You will be back to worker register page
8. Click 'Actions' along the person you just terminated, then click 'Archive'



9. A confirmation modal pops up, click 'Yes' to proceed



10. The system displays successful archiving message.

