

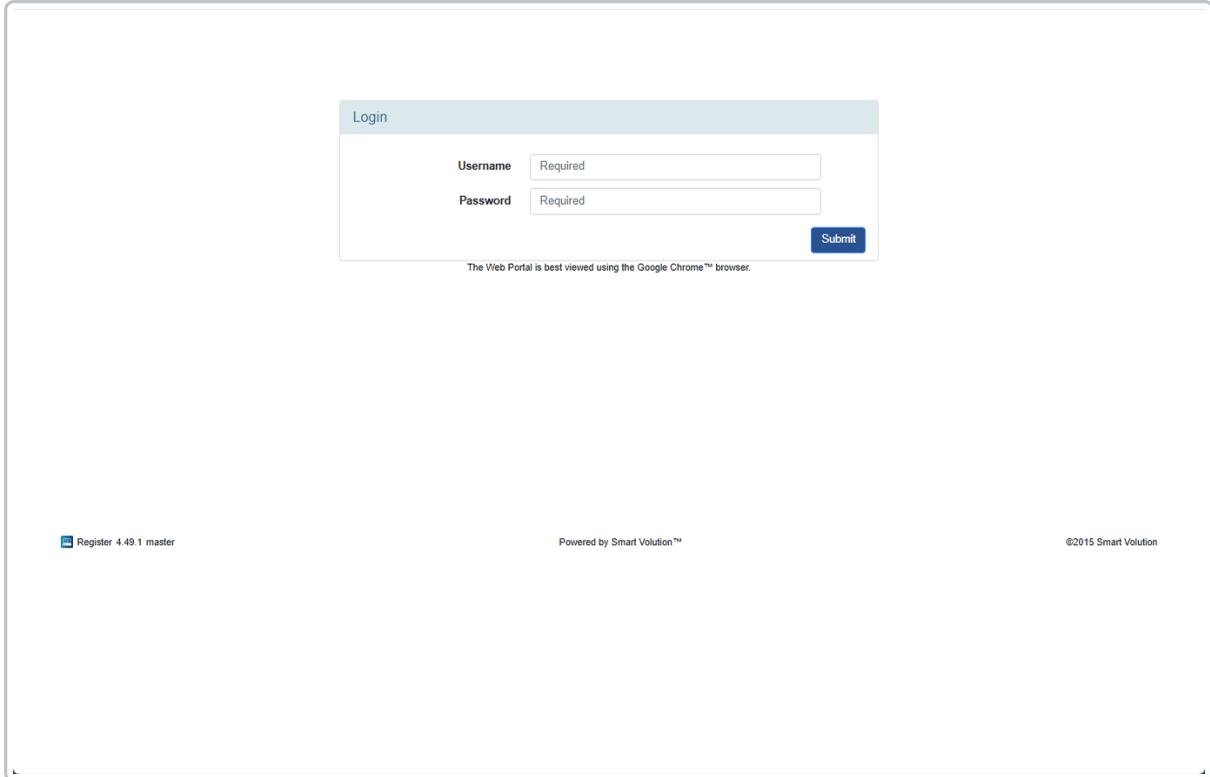
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 How to remove a Staff Member

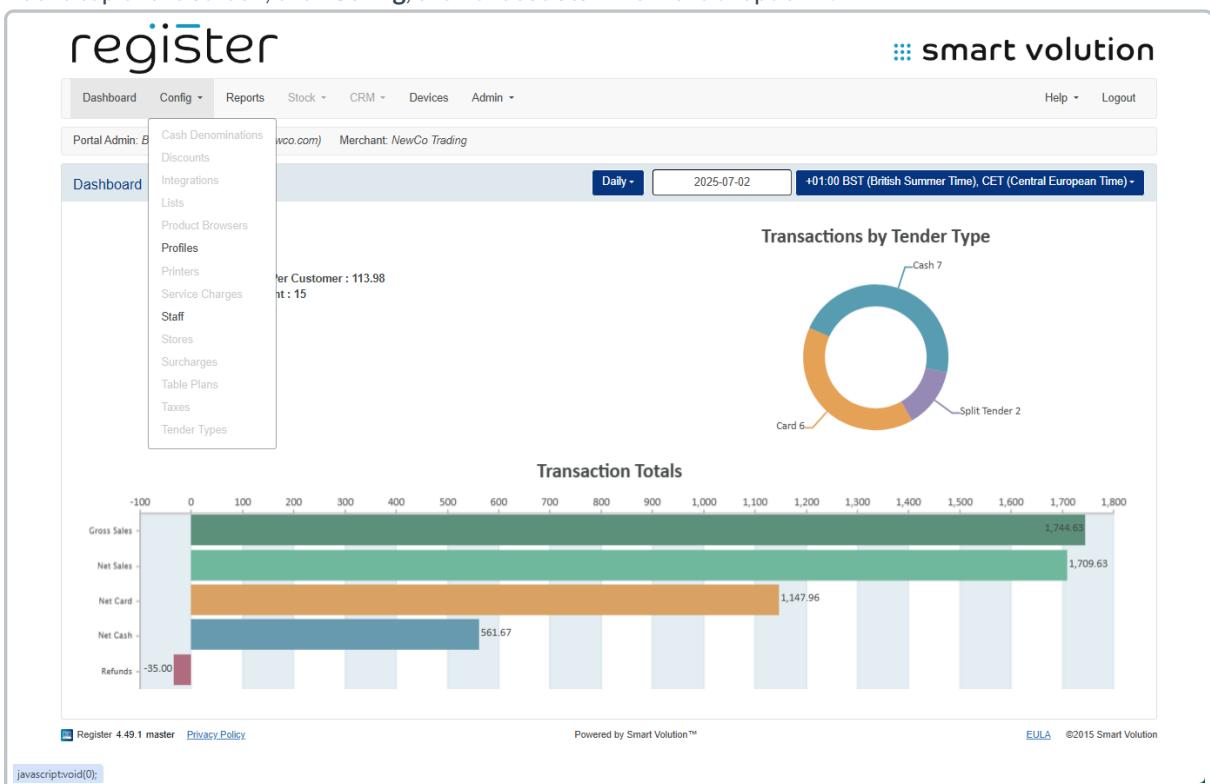
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Need to remove someone from your staff list? You can do this easily through the Web Portal.

1. Log in to the **Web Portal** using the login details provided by your **Solution Provider**.



2. At the top of the screen, click **Config**, then choose **Staff** from the dropdown.



3. You'll see a list of all staff members on your system.

register

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Help ▾ Logout

Portal Admin: Business Owner (boss@newco.com) Merchant: NewCo Trading

Staff

New Staff Member

First Name	Last Name	Staff Code	Role
Alice	Jones	0000	POS Supervisor
Bob	Smith	4564	POS User
Clerk	User	0002	POS User
Supervisor	User	0001	POS Supervisor

Showing 1 to 4 of 4 entries

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4. To delete someone, click the trash can icon  next to their name.

5. A pop-up will appear—just click **Yes** to confirm.

register

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Portal Admin Business Owner (boss@newco.com) Merch

Staff

First Name	Role
Alice	POS Supervisor
Bob	POS User
Clerk	POS User
Supervisor	POS Supervisor

Showing 1 to 4 of 4 entries

[New Staff Member](#)

Delete Staff

Are you sure that you want to delete the Staff Member 'Bob Smith' (Staff Code 4564)?
Deletion is permanent, and cannot be undone! The Staff Member will still be visible in Reports if previously used.

Note : All appointments allocated to this Staff Member will still be accessible, but an alternate Staff Member will be required when next editing the appointments.

Help Logout



Remember:

Deleting a staff member is permanent, so double-check before confirming.

□ Learn more:

-  Want to learn more about managing staff online? See this article for step-by-step help.
