Deactivate or Delete a Person

12 Steps <u>View most recent version</u>

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Click on Relationships

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STEP 2

Click on People





Click on All People

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STEP 4

Click on 3 dots option button

	Committees		\bigcirc	*	Mike Manor
	🎄 Groups Management		\bigcirc	*	Kimberly King
4 5-3	Communication	>	\bigcirc	*	Ben Stein
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	Accreditation	>		*	0
-					



Click on Deactivate the Person



STEP 6

Click on Deactivate the Person Button





Click on 3 dots option button



STEP 8

Click on Activate the Person

🎄 Groups Management		\bigcirc	*	ß	Kimberly King	Pleasant Town
A Communication	>	····	*		Ben Stein	Autauga Count
Library	>	(···)	*	0	Ryan Reynolds	Colorado Depa
\$ Revenue	>		Add Tags	í		
2 Legislation	>	···· 🛍	Ì Delete		an Martin	
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Click on Mark as Active

Ryan Reynolds ?	×		
active enable them to login wit	h their most recent credentials. Continue?		
		Last Updated	Email
	Cancel Mark as Active	Oct 06, 2023	1 more
		Oct 06, 2023	bulldogsbs@y Personal Ema
Member	Town Council	Sep 25, 2023	jenniferjohnso Email Address 1 more
Member	Town Council	Sep 25, 2023	mikemanor@y

STEP 10

Click on 3 dots option button

	Committees		\bigcirc	*	Mike Manor
	🎄 Groups Management		\bigcirc	*	Kimberly King
41 5-2	Communication	>		*	Ben Stein
í de la companya de l	Library	>)	*	Ryan Reynolds
\$ }	Legislation	> >		*	Dean Martin
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Click on Delete



STEP 12

Click on Delete

logging into CXSBA's Works	pace.	Oct 06, 2023	1 more
lything that they are currently	registered for	Oct 06, 2023	bulldogsbs@yopma Personal Email
ice records; if they attended s	something, you will continue to	Sep 25, 2023	jenniferjohnson@yc <i>Email Address</i> 1 more
	Cancel Delete	Sep 25, 2023	mikemanor@yopma Email Address
wn Council President	Town Administration	Sep 25, 2023	kimberlyking@yopn Email Address
sistant District Attorney	Leadership	Sep 22, 2023	bensteincxsba@yor Email Address
ents Coordinator	Company Staff	Sep 20, 2023	paigesfav@yopmai Email Address
			Deananalystcxsba@



