

Deactivate or Delete a Person

12 Steps [View most recent version](#) 

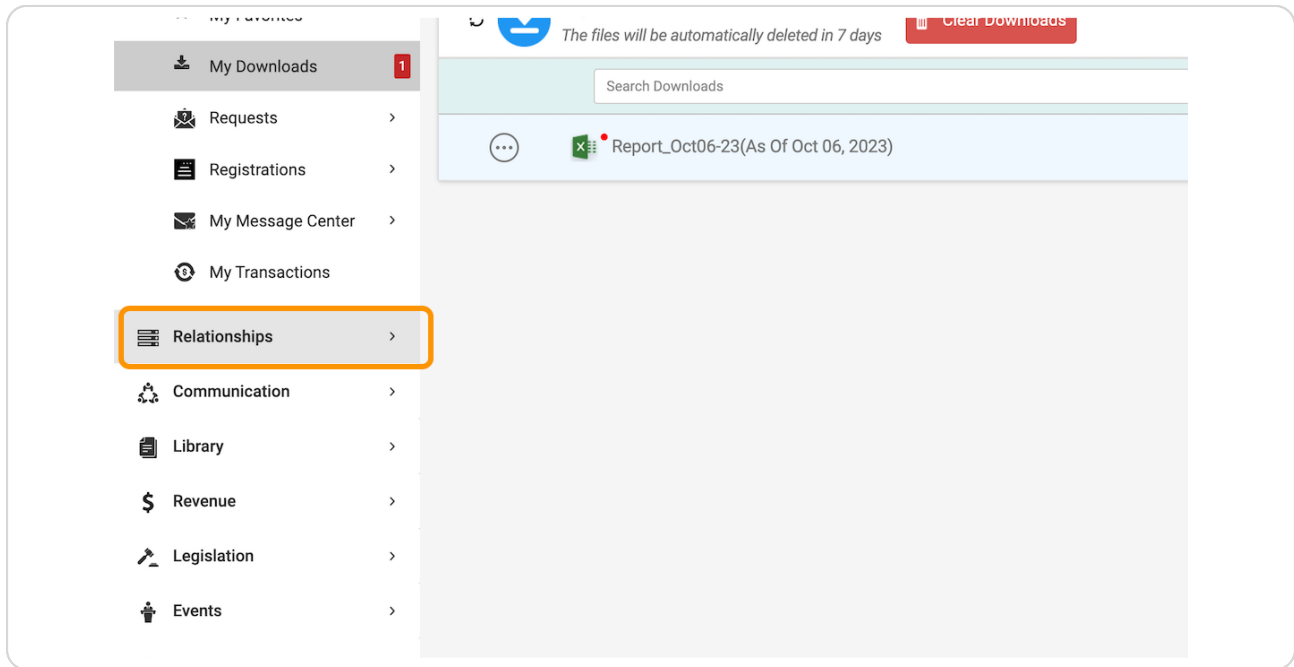
Created by
Engagifii Inc.

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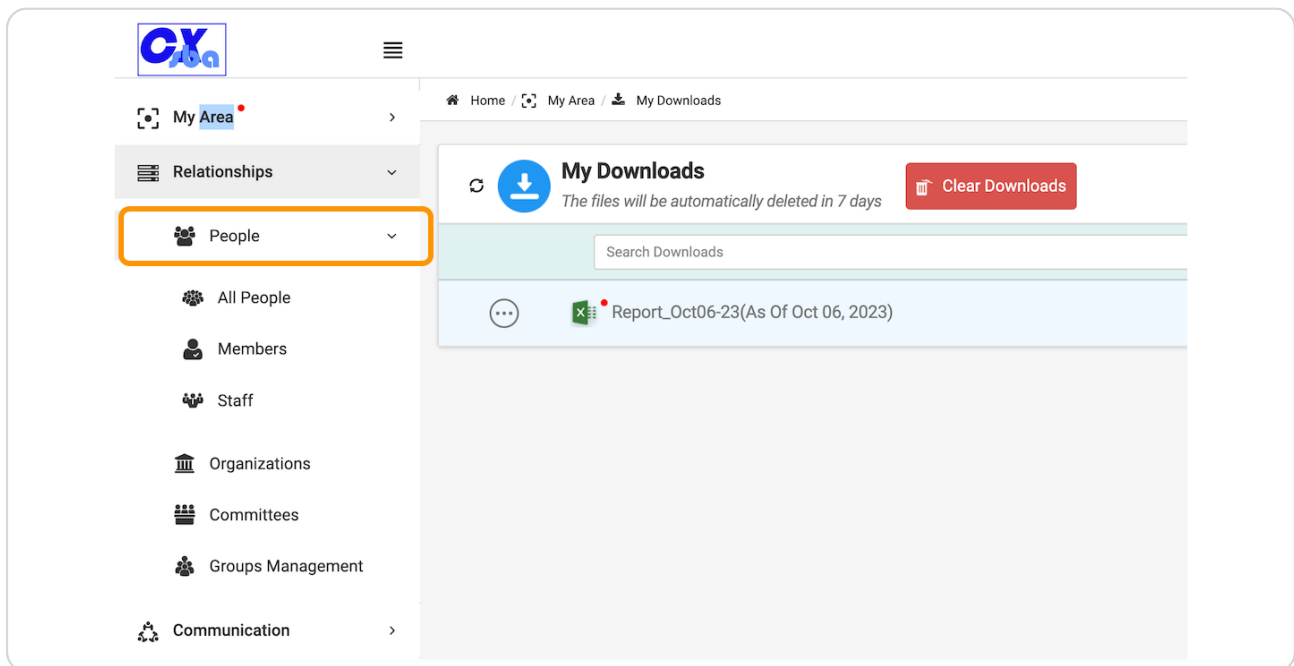
STEP 1

Click on Relationships



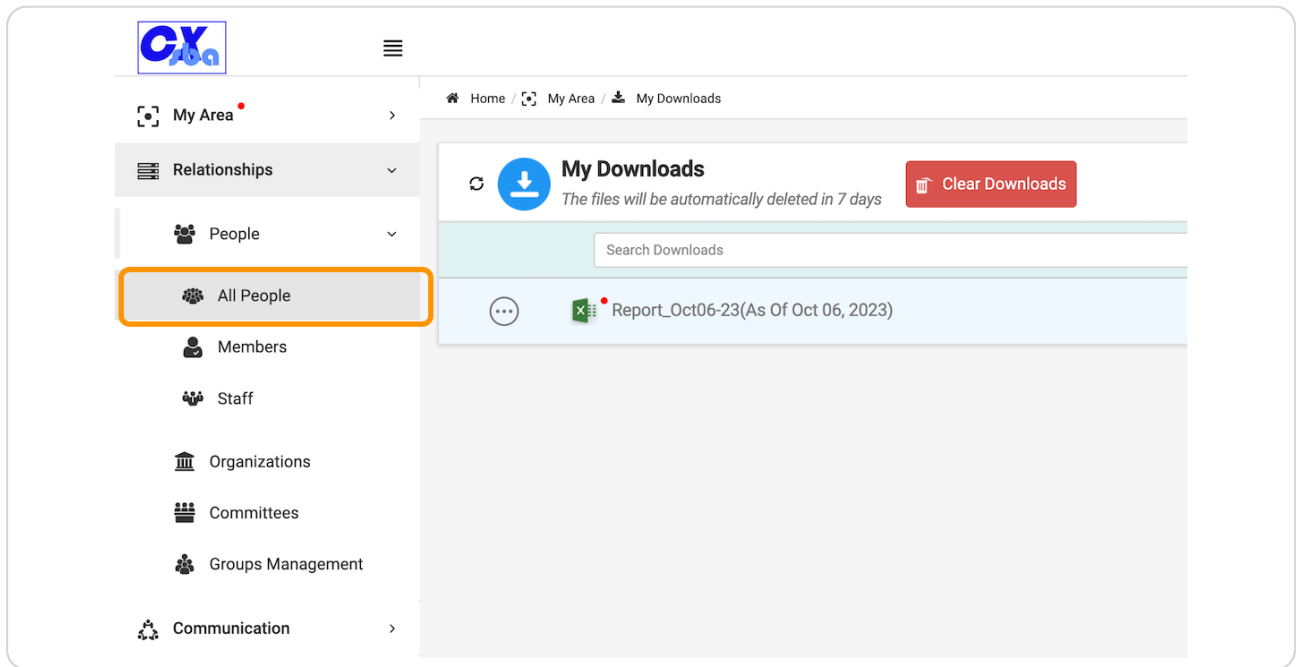
STEP 2

Click on People



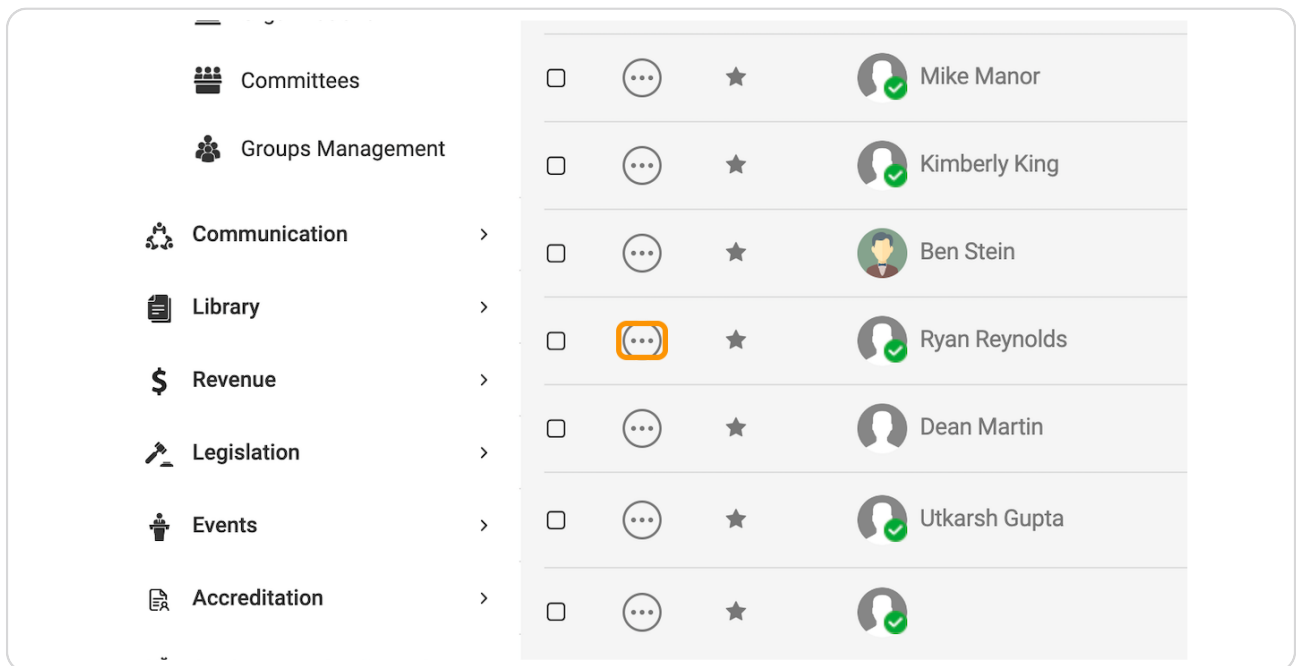
STEP 3

Click on All People



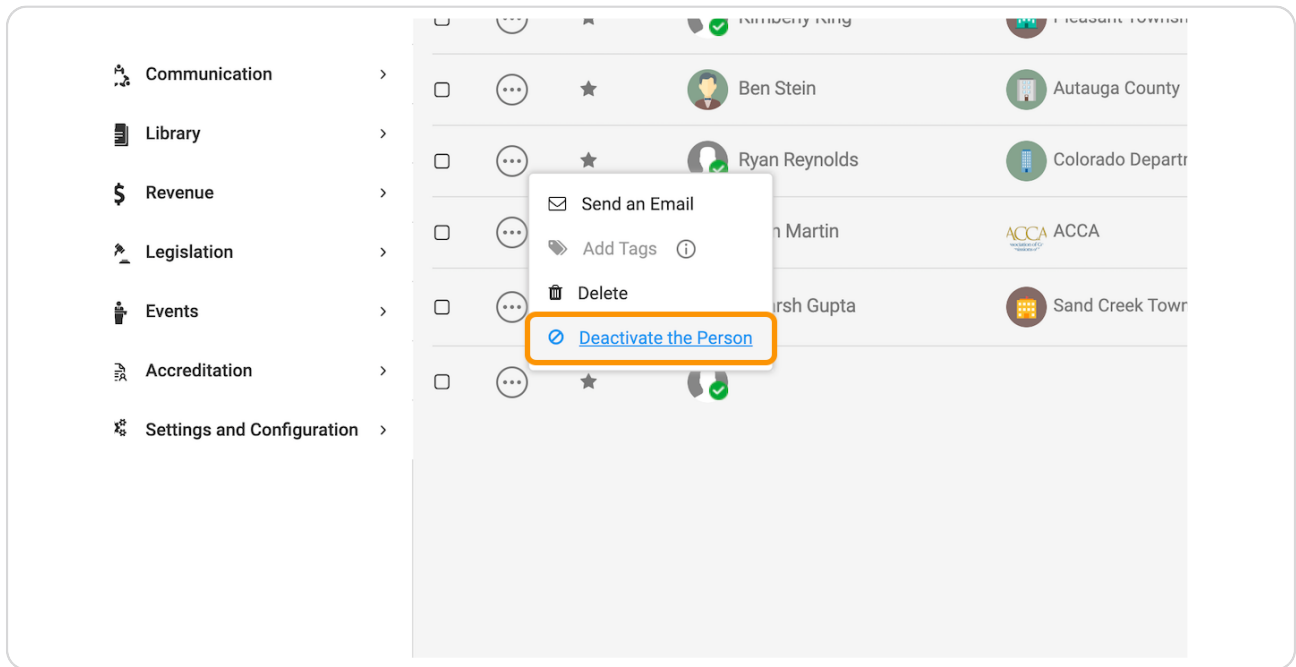
STEP 4

Click on 3 dots option button



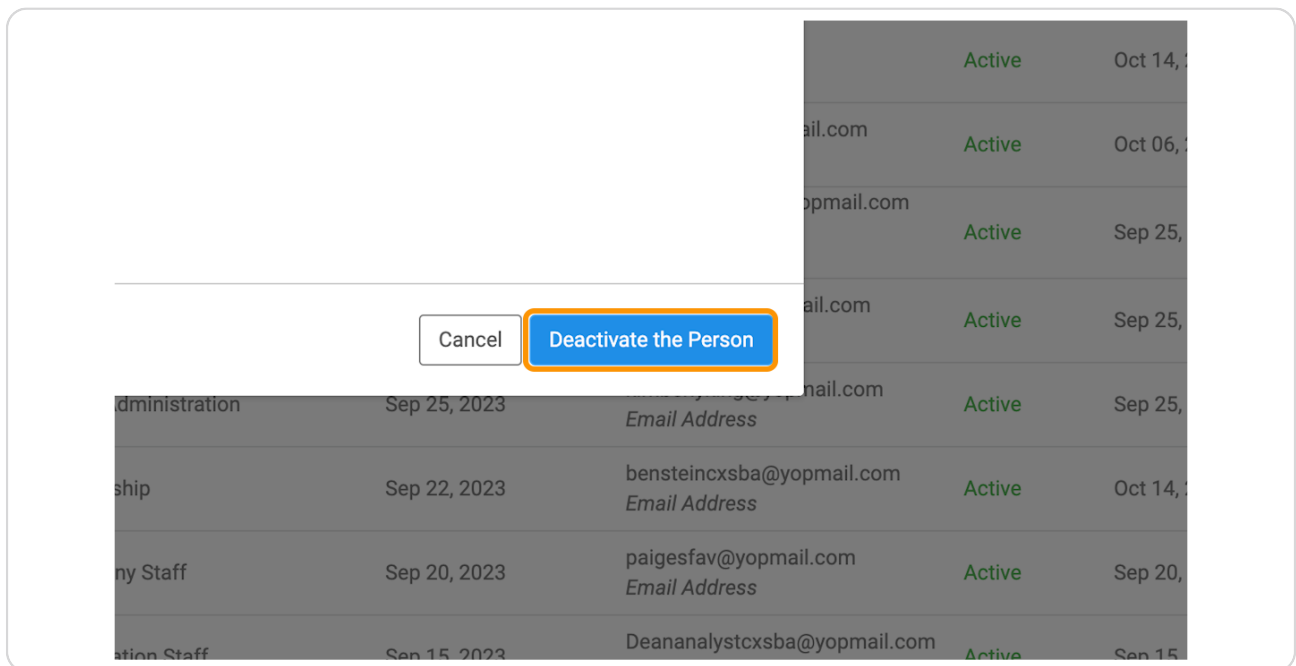
STEP 5

Click on Deactivate the Person



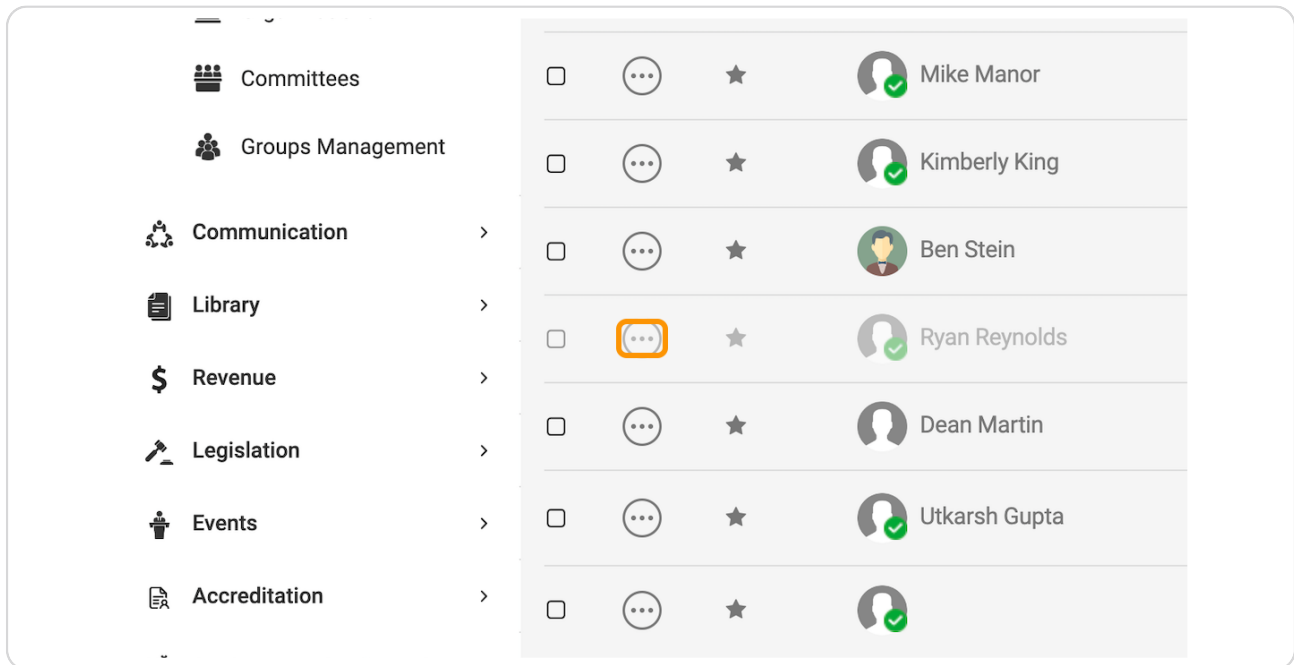
STEP 6

Click on Deactivate the Person Button



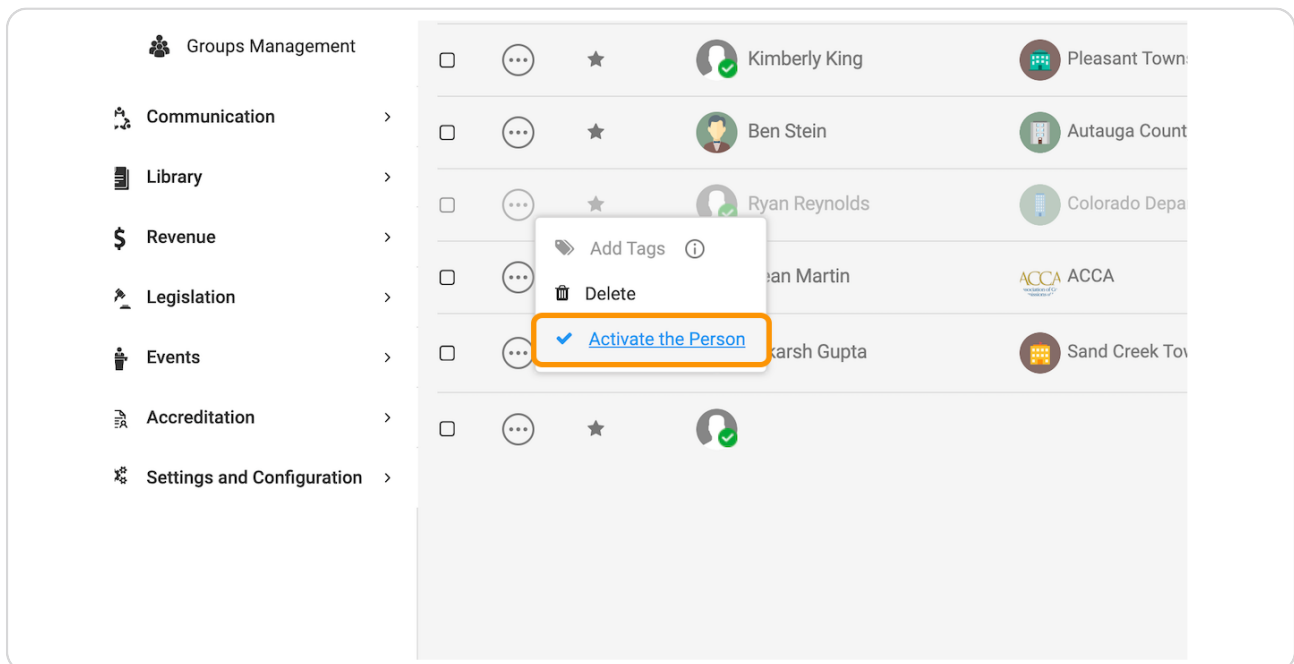
STEP 7

Click on 3 dots option button



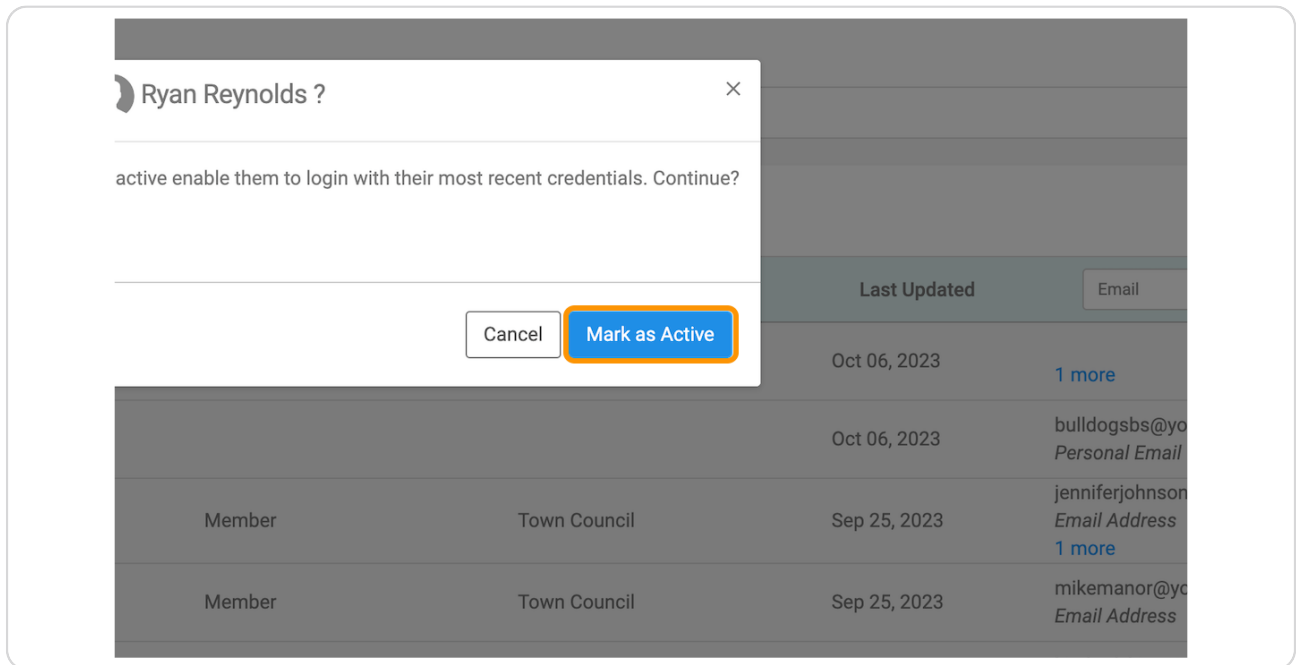
STEP 8

Click on Activate the Person



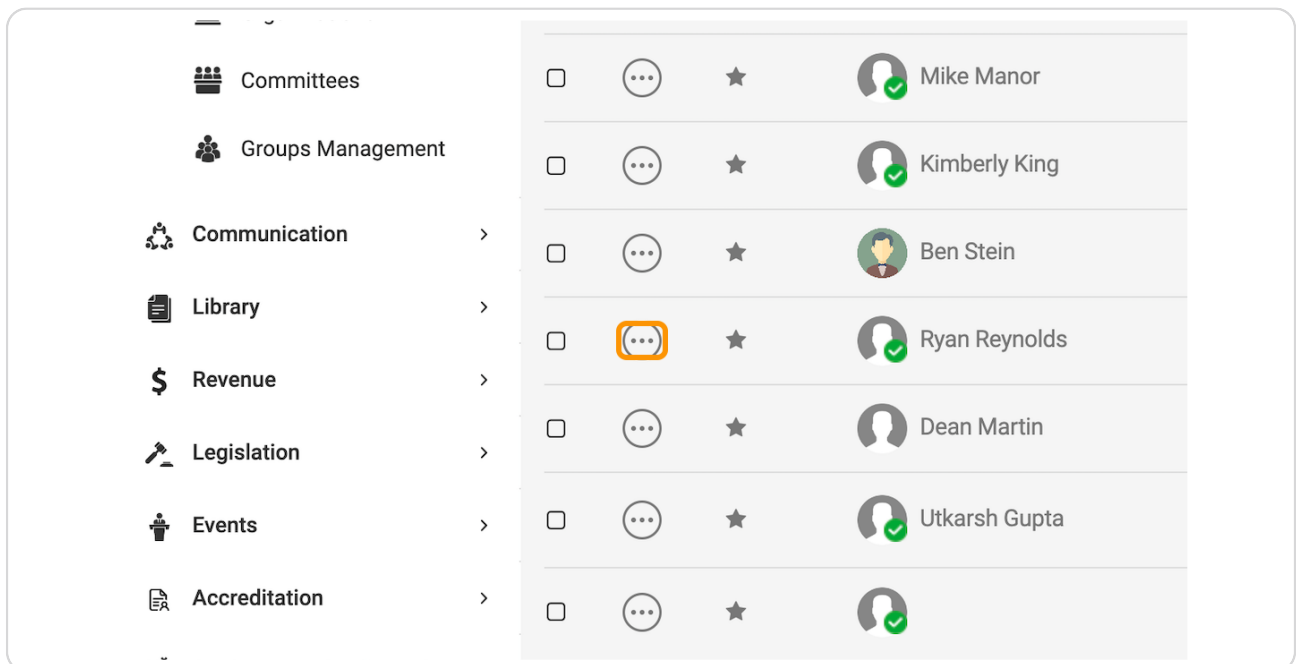
STEP 9

Click on Mark as Active



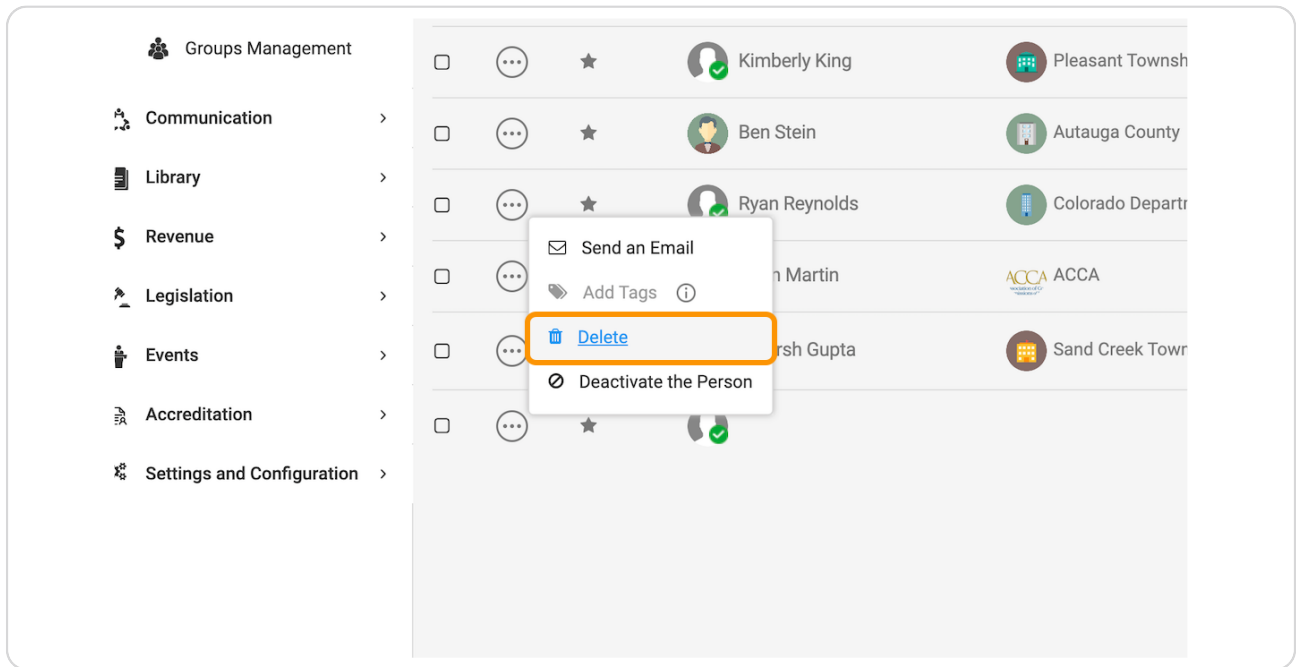
STEP 10

Click on 3 dots option button



STEP 11

Click on Delete



STEP 12

Click on Delete

