

## Schedule360 Captivate Training Inactivate

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To inactivate an employee click on their name from the Active staff list

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Click the Inactive radio button



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## **Then Click Submit**



The Duplication screen will appear if other users have the same last name



## Then click continue





You can inactivate users on a future date. This will allow them to stay active until the date you select.



Click OK to confirm the inactivation and remove and reopen all future shifts for this employee



The employee is now inactivated





Click on the Active link from the Staff tab to return to the staff list for the clinic

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Click on the Inactive link from the Staff tab



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Joburn, Alpha PSA	Reactivate	for	419-405-1818	419-466-1818	09-25-20 12:25 CBT	AMANDAMENDEZ	thates	
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agana, Stephanie MA	Enactivate	Asr.	419-400-1018	419-400-1818	09-16-19 15:48 CST	AHUMPHREY	Notes	
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The employee will now show on the Inactive list

