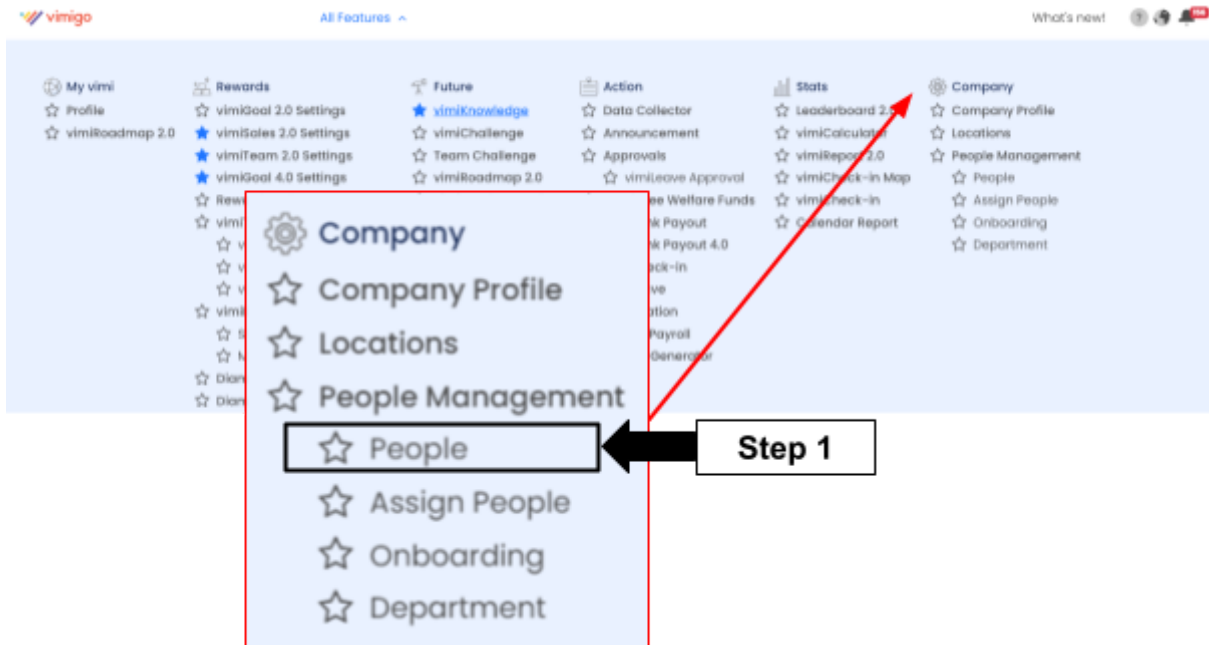
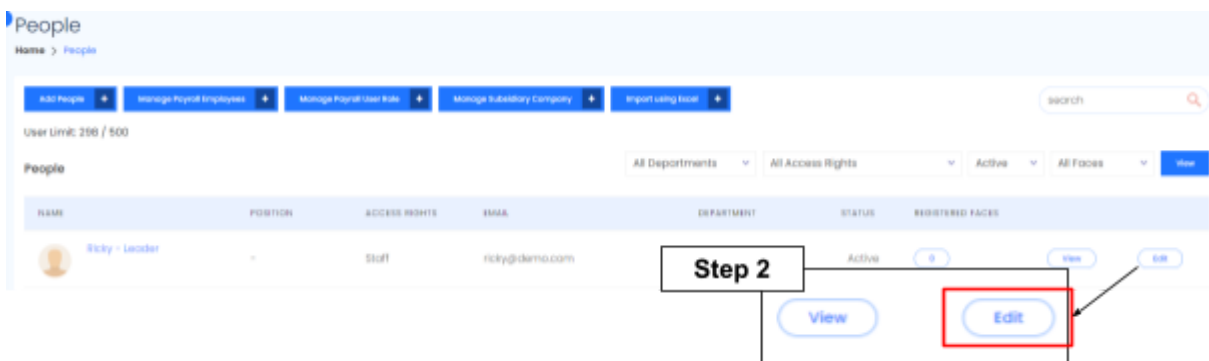


How to mark an employee as resigned/disabled/delete?

Step 1: Head over to **All Features** Tab at the top of the website □ Under **Company** list, click **People**.



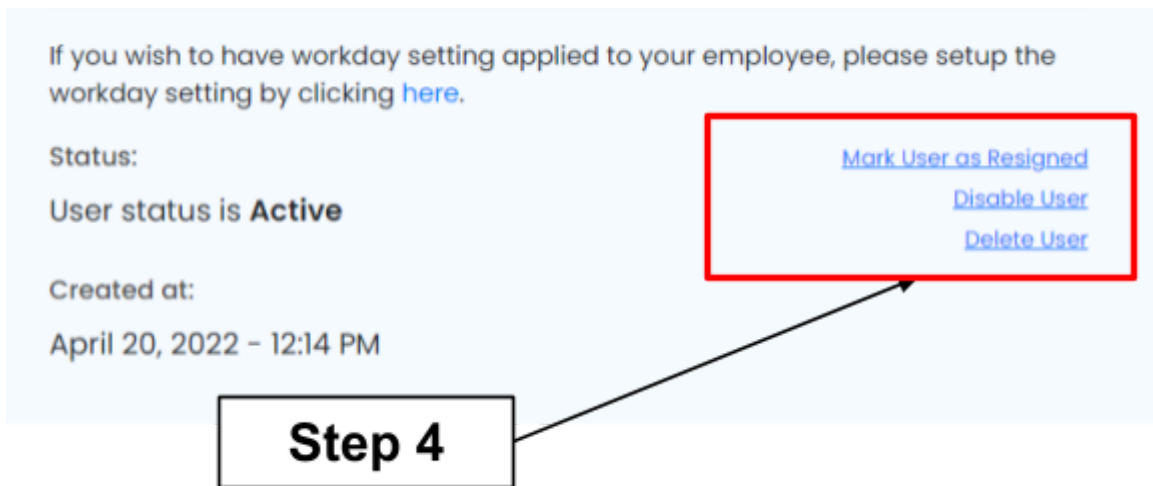
Step 2: Click **Edit** of the selected employee.



Step 3: **Edit Profile** Page □ Scroll down and find **Status**.



Step 4: There are 3 types of status. Click "**Mark User as Resigned**" or "**Disable User**" or "**Delete User**"



1. Mark User as Resigned

- User cannot be reactivated
- Commission will be stopped
- Payouts will be distributed to other employees
- Email will not be reusable

Step 1: Fill in the **employee resignation date**

Step 2: Choose **Remove commission and goal settings instantly** or **Remove commission and goal settings from future periods**

Step 3: Fill in the resignation remark (Optional). Click **Next**.

The screenshot shows a web form titled "RESIGN USER - RICKY - LEADER". At the top, there is a warning icon and a list of consequences: "User cannot be reactivated", "Commissions will be stopped", "Payouts will be split to other teams", and "Email will not be reusable". Below this, the form asks for the resignation date with a "Pick a Date" input field. Two radio button options are provided: "Remove commission and goal settings instantly" (selected) and "Remove commission and goal settings from future periods". A text area for "Resignation Remarks" is labeled as "Optional". At the bottom, there are "Cancel" and "Next" buttons. Three callout boxes with arrows point to the "Pick a Date" field, the radio button options, and the "Next" button, labeled "1. Resignation Date", "2. Choose either one.", and "3. Click Next" respectively.

Step 4: You can distribute payout to selected employees or skip this step.

The screenshot shows a web interface titled "RESIGN USER - RICKY - LEADER". It displays the user's pending payouts (RM0.00) and diamond balance (0). Below this, there are options to "Deselect All" or "Select All" employees. A list of employees is shown with their names and departments. At the bottom, there are two buttons: "Skip This Step" and "Confirm". A red box highlights the "Skip This Step" button, and a callout box with an arrow points to it, containing the text "4. Click Skip This Step or Confirm."

RESIGN USER - RICKY - LEADER

Ricky - Leader has **RM0.00** in pending payouts, and **0** diamond in wallet.
Please select a department or individual(s) to distribute them to

Employees Selected (0) [Deselect All](#) [Select All](#)

Select Depart: Search by Narr:

| | |
|---|--|
| Esther - Moder Customer Service | Aditya Kumar Production Operat |
| Admin DS Customer Service | Admin DS Sales Department |
| Adrian Kok Business Developm | Adrian Kok Sales Department |
| ADRIAN LEE KOK I Sales Department | Ah Meng No department |
| Aisyah Nur Production Operat | Andy Leow Sales Department |
| Ang Chen Earn Customer Service | Ang Wan Ting Management |

[Distribute Equally](#)

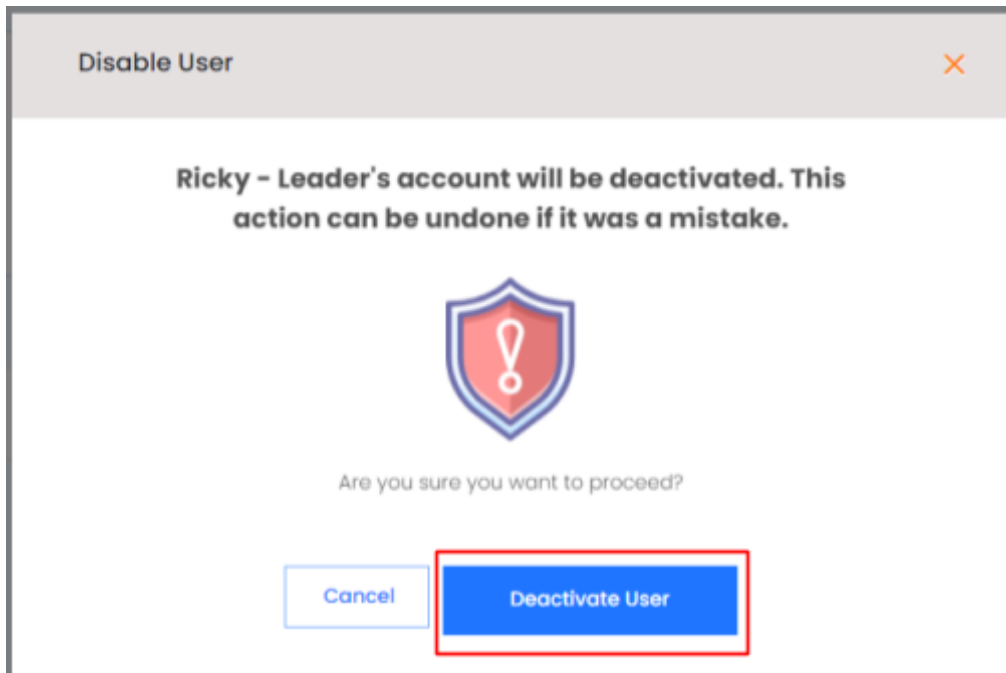
[Skip This Step](#) [Confirm](#)

4. Click Skip This Step or Confirm.

2. Disable User

- User can be reactivated
- Payouts will not be distributed to other employees
- All data of the employee will still exist
- Not an active account

Click **Deactivate User** to deactivate user.



3. Delete User

- Everything will be permanently deleted
- There is no payout distributed

Click **OK** to permanently delete the user.

