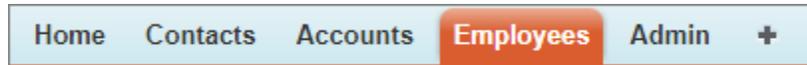




How To: Deactivate Users in Assured JobCheck

This tutorial will demonstrate how to deactivate employees and users in Assured JobCheck. When roles change or employees leave, it may be necessary to disable the employee's user access to the system to free up their license and deactivate them as an employee so they no longer show in the iPad dropdown for 'packed-by' technicians: in this tutorial, you will learn to do both.



1. | Open a web browser (Chrome , Firefox  or Internet Explorer ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Click on the 'Employees' tab from the primary navigation bar.
4. Choose *View: All* from the dropdown and click 'Go!'.



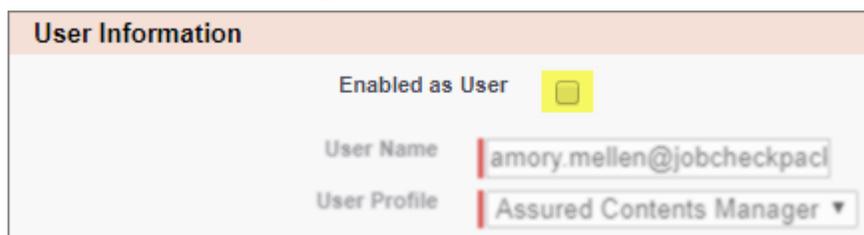
5. When you see the employee you would like to deactivate, click 'Edit'.



Disable a User: Terminate System Access

If an employee has left the company or changed roles and should no longer have access to log into the JobCheck program, you will need to disable their user access.

- 6.a Scroll to the bottom of the *Employee Edit* screen to User Information.
- 7.a Un-check the box next to 'Enabled as User'.



- 8.a If the employee is still active and should continue to appear in the 'packed-by' dropdown on the iPad, click 'Save'.

The system will be updated and the employee will no longer have access to log into the JobCheck program; however, they will still appear in the 'packed-by' dropdown. Continue to Deactivate an Employee (below) if the employee has left the company or changed roles.

Deactivate an Employee: Remove from 'Packed-by' Dropdown

If the employee has changed roles or left the company and should no longer appear in the 'packed-by' dropdown on the iPad, you will need to deactivate them as an employee.

6.b At the top of the *Employee Edit* screen, view *Employee Information*.

7.b Un-check the box next to 'Active'.

Employee Information			
First Name	<input type="text" value="Amory"/>	Phone	<input type="text"/>
Last Name	<input type="text" value="Mellen"/>	Mobile	<input type="text"/>
Title	<input type="text"/>	Email	<input type="text" value="ken.royea@assuredsoftware"/>
Division	<input type="text"/>	Active	<input type="checkbox"/>

8.b Click 'Save'.

The employee is now deactivated and will no longer appear in the 'packed-by' dropdown on the iPad.



To update the settings on the iPad to show the change to employees, open the Assured PackOut iPad app and 'Refresh Settings' in the top right corner of the app start screen.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.