

Manage Field Employees Profiles

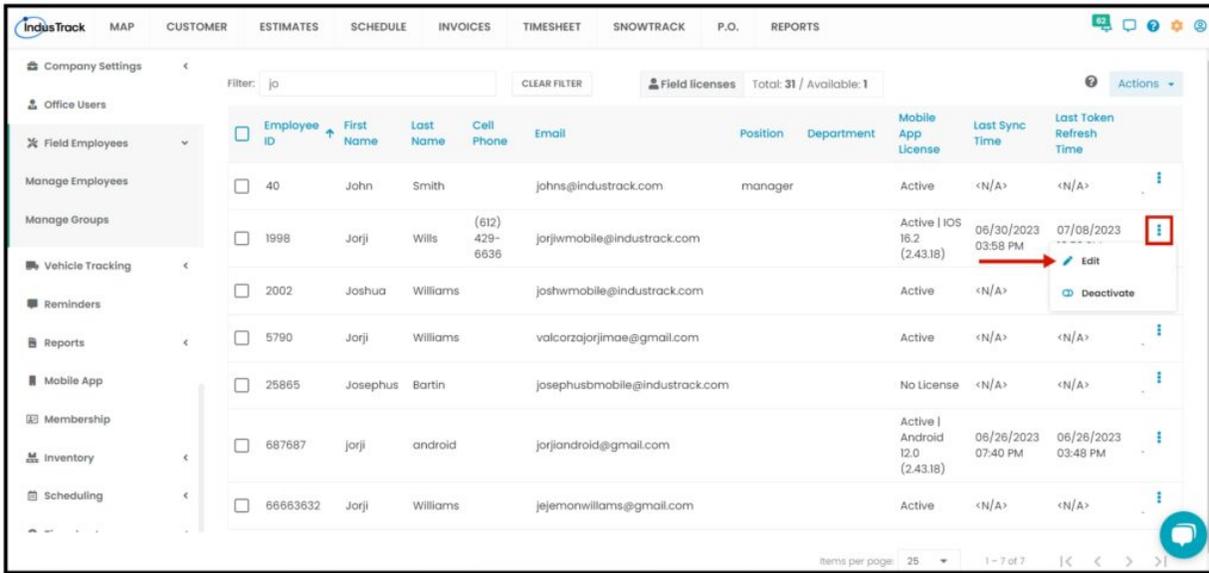
To manage Field Employee profiles and permissions go to **Settings > Field Employees > Manage Employees**.

Create a Field Employee Profile

To create a field employee account, click the **Actions** button in the upper right-hand corner of the Field Employees table. Go here for the detailed instructions.

Update the Field Employee's Profile and Permissions

Find the Field Employee to be updated from the list, click the 3-dot menu to the right and select **Edit**. Alternatively, click anywhere on the row and the profile will open in edit mode.



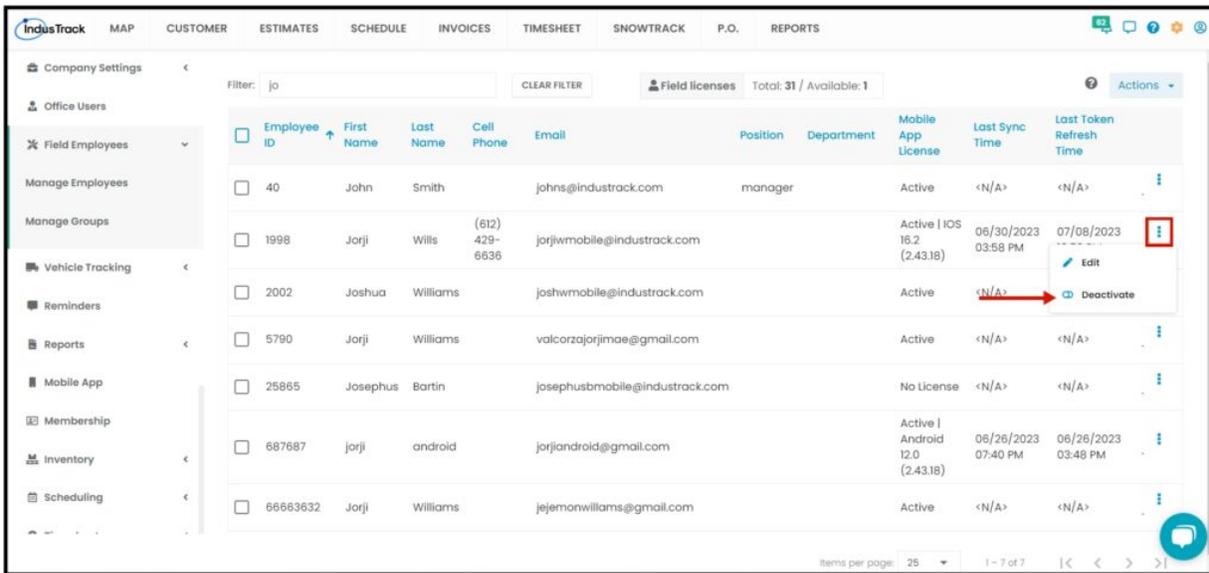
Edit/Update as may be needed. Once done, **Save** the changes.

Profiles of Deactivated and Archived Field Employees are not editable. These will have to be reactivated first.

Deactivate a Field Employee User

Deactivate a Field Employee User if they will not be using the system for a period of time. This is an option to take instead of archiving their profiles.

Find the Field Employee User to be deactivated from the list, click the 3-dot menu to the right and select **Deactivate**.



A warning window will come up. Click the **Yes** button to continue with the deactivation and **No** to cancel the action.

Are you sure you want to deactivate Employees?

OK Cancel

- To deactivate multiple Field Employees, tick the checkboxes to the left of all the Users to be deactivated. If all Users will be deactivated, just tick the checkbox of the Name header. And then go to the **Actions** button and select **Make Inactive**.

The screenshot shows the IndusTrack interface with the 'Field Employees' table. The table has columns for Employee ID, First Name, Last Name, Cell Phone, Email, Position, Department, and Mobile App License. Employees 1, 2, 3, 4, and 88 are listed. A red box highlights the checkboxes for these employees. Another red box highlights the 'ACTIONS' dropdown menu, which is open and shows 'Make Inactive' selected.

Employee ID	First Name	Last Name	Cell Phone	Email	Position	Department	Mobile App License
<input type="checkbox"/>	1	Poorhomie	Rich	poorhomierich@gmail.com			Active IOS 15.5 (2,40,7)
<input type="checkbox"/>	2	Dylan	Frost	dylanfrost@gmail.com			Active IOS 15.4.1 (2,40,7)
<input checked="" type="checkbox"/>	3	Aron	Piper	aronpiper@gmail.com			No License
<input checked="" type="checkbox"/>	4	Charles	Brown	cbrown@gmail.com			No License
<input type="checkbox"/>	88	gorji	w	gorjiw@industrack.com			Active

A **deactivated user (or users)** will be moved from the Active Field Employees table to the Inactive Field Employees table. They will not be able to log in to the system. If a Mobile App license is assigned to the deactivated Field Employee, this will automatically be cancelled and become "Available" again.

The screenshot shows the IndusTrack interface with the 'Field Employees' table. Employee 4, Charles Brown, is highlighted with a red box. The table has columns for Employee ID, First Name, Last Name, Cell Phone, Email, Position, Department, and Mobile App License.

Employee ID	First Name	Last Name	Cell Phone	Email	Position	Department	Mobile App License
<input type="checkbox"/>	4	Charles	Brown	cbrown@gmail.com			No License

Reactivate a Deactivated Field Employee User

Go to the Inactive Field Employees table and find the Field Employee to be reactivated from the list, click the 3-dot menu to the right and select **Activate**.

The screenshot shows the IndusTrack interface with the 'Field Employees' table. Employee 4, Charles Brown, is highlighted with a red box. The table has columns for Employee ID, First Name, Last Name, Cell Phone, Email, Position, Department, and Mobile App License. A red box highlights the 3-dot menu to the right of the row, which is open and shows 'Activate' selected.

Employee ID	First Name	Last Name	Cell Phone	Email	Position	Department	Mobile App License
<input type="checkbox"/>	4	Charles	Brown	cbrown@gmail.com			No License

A warning window will come up. Click the **Yes** button to continue with the reactivation and **No** to cancel the action.

onetrack.industrack.com says

Are you sure you want to restore Employees?

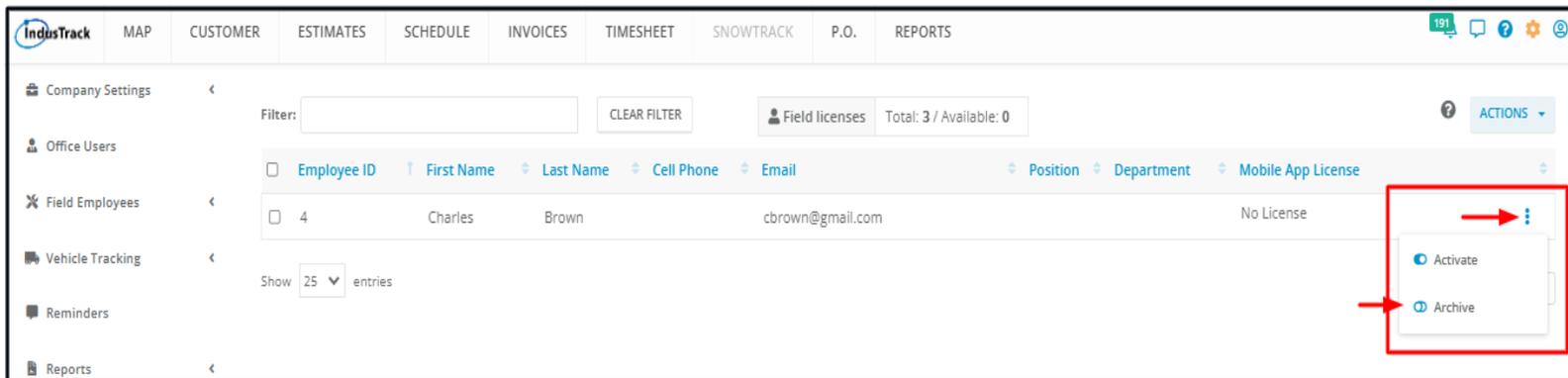


A **reactivated user** will be moved from the Inactive Field Employees table to the Active Field Employees table. Update their information and make sure that they are able to log in to the system again.

Archive a Field Employee User

Field Employee profiles are not deleted in IndusTrack. This is to make sure that transactions or records created are not compromised or deleted. The option to take if a field employee leaves the company is to archive their profile.

Go to the **Inactive Field Employees table** and find the Field Employee to be archived from the list, click the 3-dot menu to the right and select **Archive**. Field Employees' profiles cannot be archived directly from the Active Field Employees table. Deactivate the profiles first before archiving them.



A warning window will come up. Click the **Yes** button to continue with the archive and **No** to cancel the action.

onetrack.industrack.com says

Are you sure you want to archive employee?

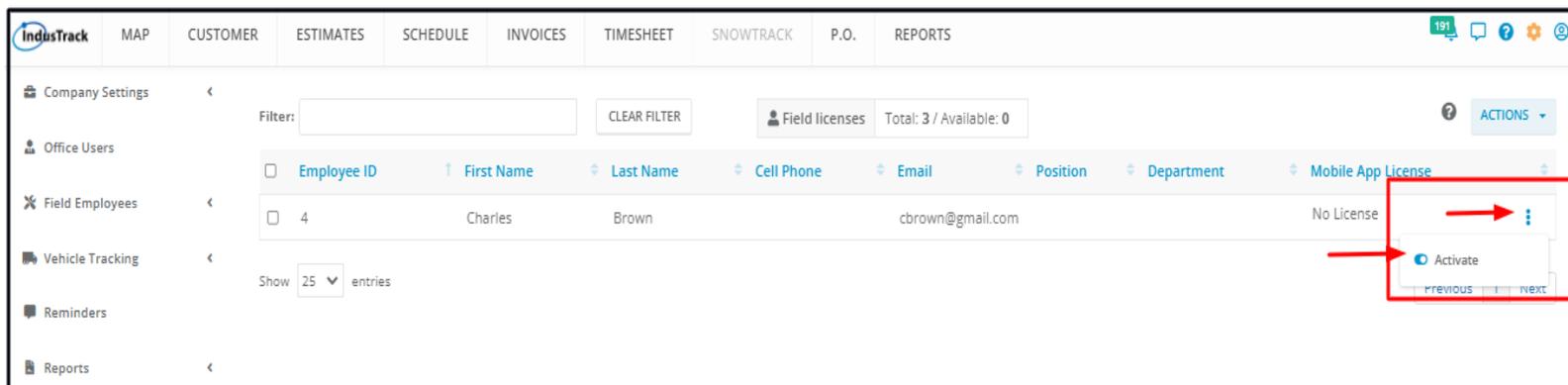


An **archived user** will be moved from the Inactive Field Employees table to the Archived Field Employees table.

Reactivate an Archived Field Employee User

If your previous field employees are rehired, you need not create new profiles for them. Simply reactivate their archived profiles.

Go to the Archived Field Employees table and find the Field Employee to be reactivated from the list, click the 3-dot menu to the right and select **Activate**.



A warning window will come up. Click the **Yes** button to continue with the reactivation and **No** to cancel the action.

onetrack.industrack.com says

Are you sure you want to restore Employees?

OK

Cancel

The **reactivated user** will be moved from the Archived Field Employees table to the Active Field Employees table. Update their information and make sure that they are able to log in to the system again.