

Adjusting Employee Reactivation Date

Last Modified on 06/16/2023 3:42 pm MDT

1. Click on employee name from the Schedule, or Availability Icon from the Employee page as shown below

Teamwork by SpotOn Dashboard Schedules **Employees** Reports Share Files Tools

Name	Email Send Verify	Phone Send Verify	Language	Permissions	Active
Unassigned (employee place holder)					
Test, Employee (Test, E) 0 days since hired			English		<input checked="" type="checkbox"/>

2. Delete the Activation by pressing the "X"

3. Add the correct Activation Date and SAVE

Availability and Days Off for Employee Test

Edit Profile for Employee Test

Availability **Requested Days Off** Work Active / Inactive Dates PTO / Policies

Start Date: Reason:

Inactivated: Friday Jun 16, 2023 **Changed by:** Tech Support **Reason:** Manual Activate-Inactivate Updated on Jun 16, 2023

Save

Availability **Requested Days Off** Work Active / Inactive Dates PTO / Policies

Start Date: Jun 21, 2023 Reason:

Inactivated: Wednesday Jun 14, 2023 **Changed by:** Tech Support **Reason:** Manual Activate-Inactivate Updated on Jun 14, 2023

Started: Wednesday Jun 14, 2023 **Changed by:** Tech Support **Reason:** Setting to Active State Import (man_api) Updated on Jun 14, 2023

Inactivated: Tuesday Jun 13, 2023 **Changed by:** Tech Support **Reason:** Manual Activate-Inactivate Updated on Jun 13, 2023

Save