

FINGERTEC.



REMOVING USER FROM TCMS V2

SUGGESTIONS & SOLUTIONS FOR TCMS V2

There are circumstances where by a user have to be removed from the database of TCMS V2. For example, if an employee resigns or changes his or her department. Follow the steps below to remove a user.

Step 1 • Viewing of User Records.



Figure 1.1

Double click on the User Records icon.

Step 2 • Select affected users.

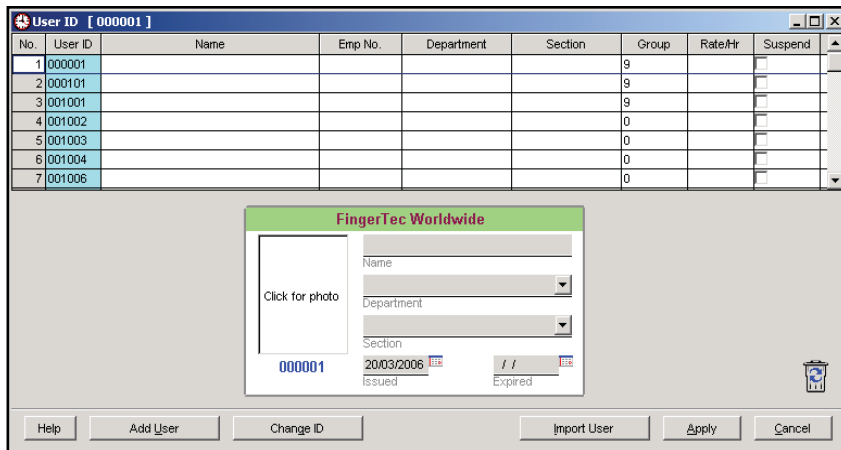


Figure 1.2

Step 3 • Drag the user ID.

Double click on the user ID of the employee who will be removed from the database. Drag the user ID by holding down the left-click of the mouse.

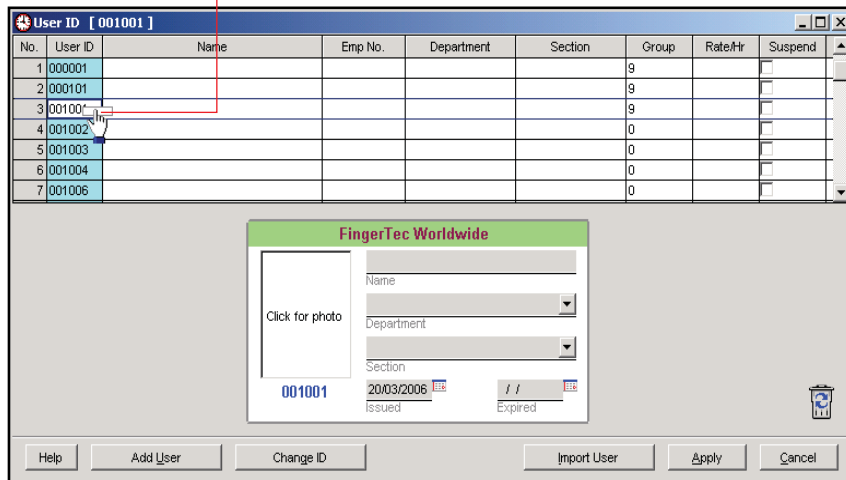


Figure 1.3

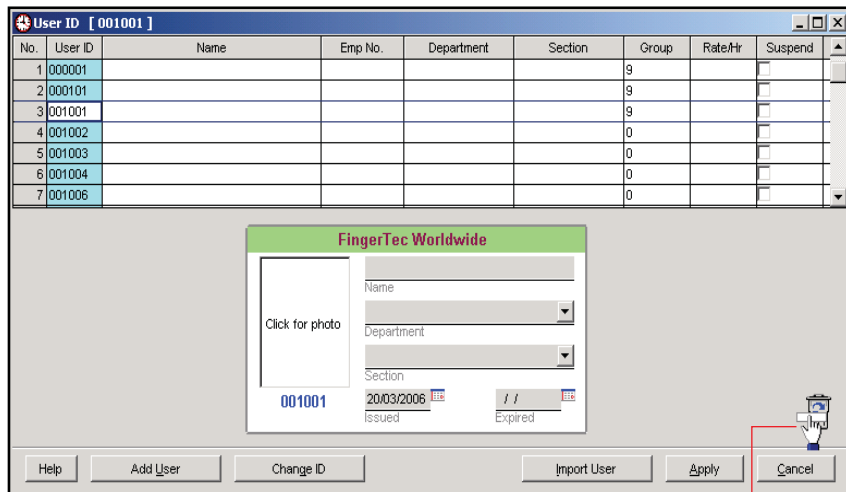


Figure 1.4

Drag the user ID to the recycle bin icon located at the bottom right hand corner of the window. Release the mouse button to drop the user ID into the recycle bin.