


How to edit an employee role or status

1. Tap the **Menu** icon  at the top left.
2. Tap **Employees**.
3. Tap the edit icon on the right of the employee you are editing.
4. You can either:
 - Change the employee's role by selecting a new one from the **Role** drop-down menu.
 - Lock the employee's ability to log in by setting them as **Inactive** in the **Role** drop-down menu.
5. When you're done, tap **Confirm Changes**.