

# User Guide

## How to Delete & Restore Employee Profile

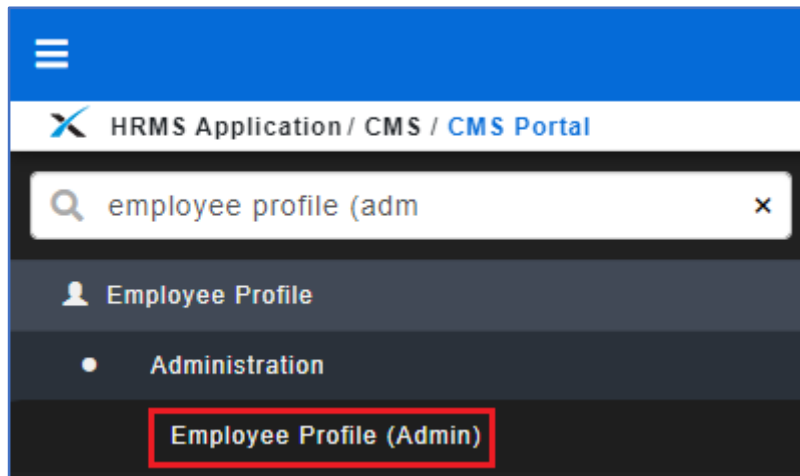


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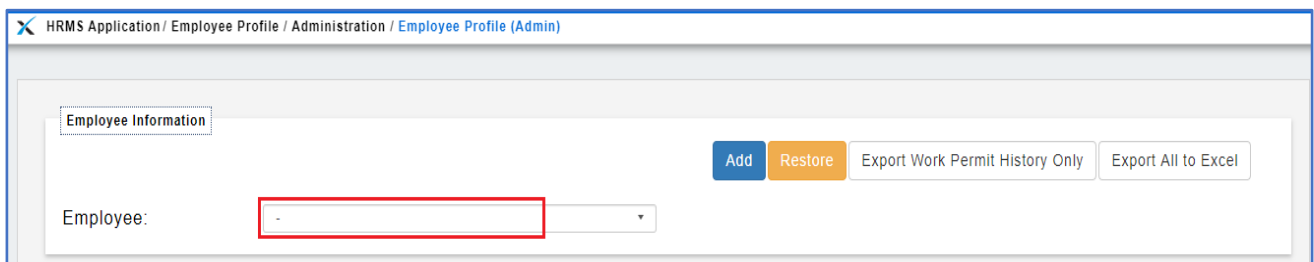
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## HOW TO DELETE EMPLOYEE PROFILE

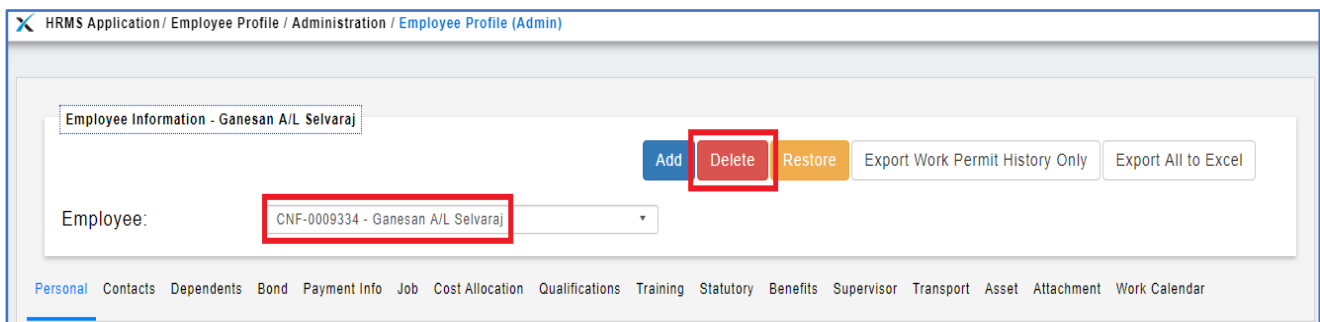
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



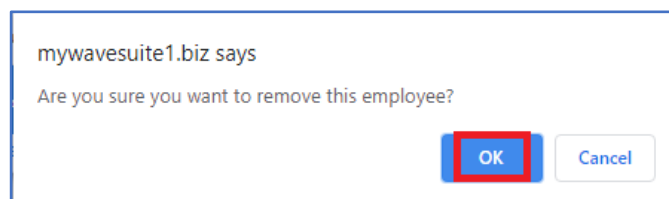
2. Select the employee name that you wish to delete.



3. After select the employee, click on the **Delete** button.

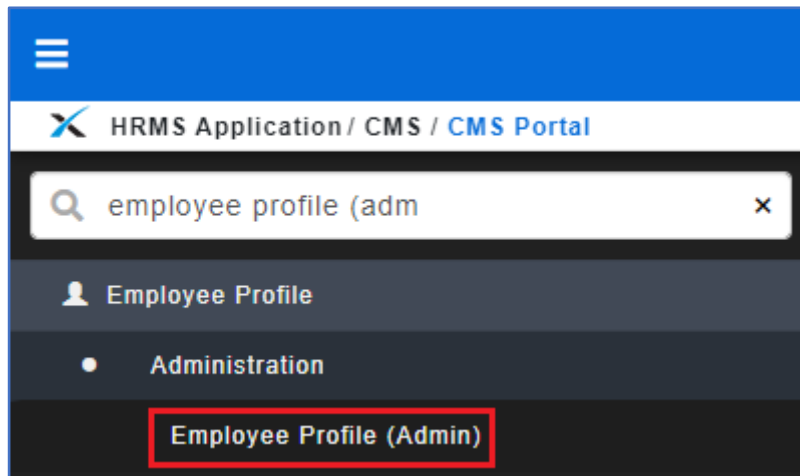


4. Click "OK" to confirm delete the employee profile.

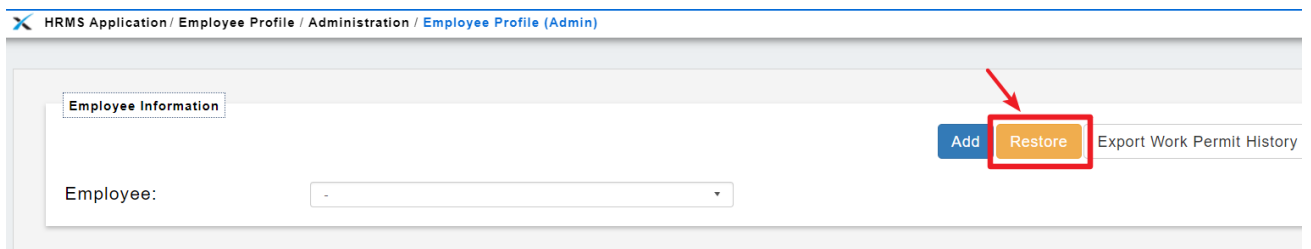


## HOW TO RESTORE EMPLOYEE PROFILE

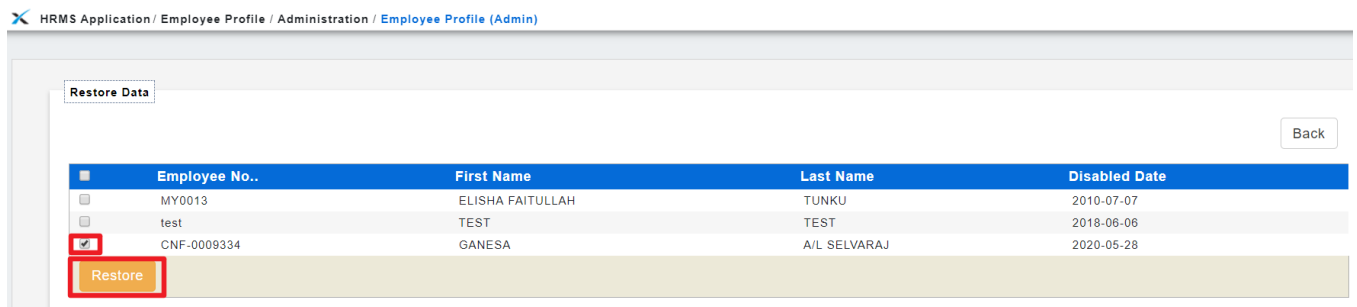
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Click on "Restore".



3. [Tick] on the profile that wish to restore.
4. Click on the "Restore" button.



5. Click "OK" to confirm the restoration.

