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.
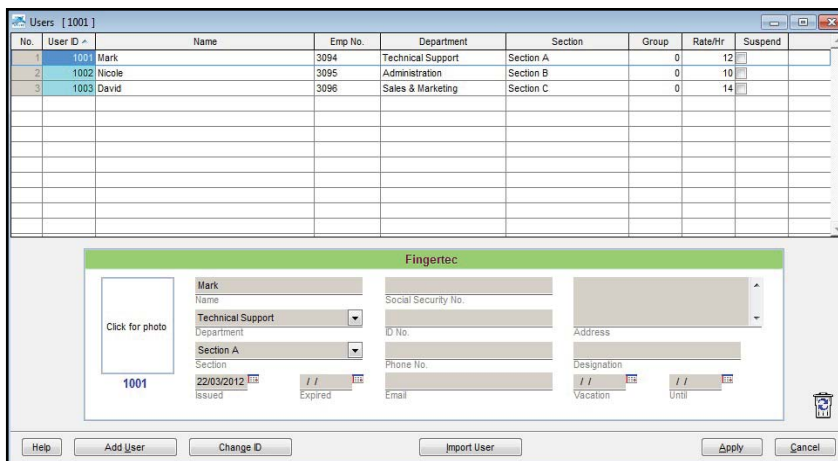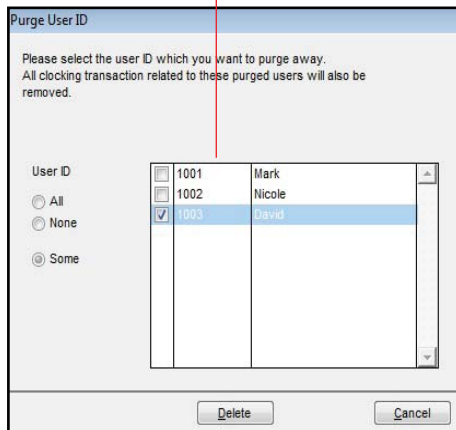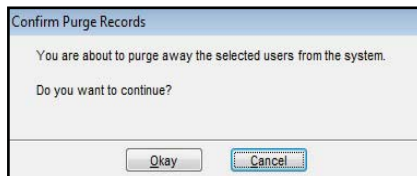
Step 2 • *Select affected users.*

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.

Purge User ID

Please select the user ID which you want to purge away.
All clocking transaction related to these purged users will also be removed.

User ID
- All
- None
- Some

	1001	Mark
	1002	Nicole
✓	1003	David

Delete   Cancel

Figure 1.3

Confirm Purge Records

You are about to purge away the selected users from the system.

Do you want to continue?

Okay   Cancel

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.

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