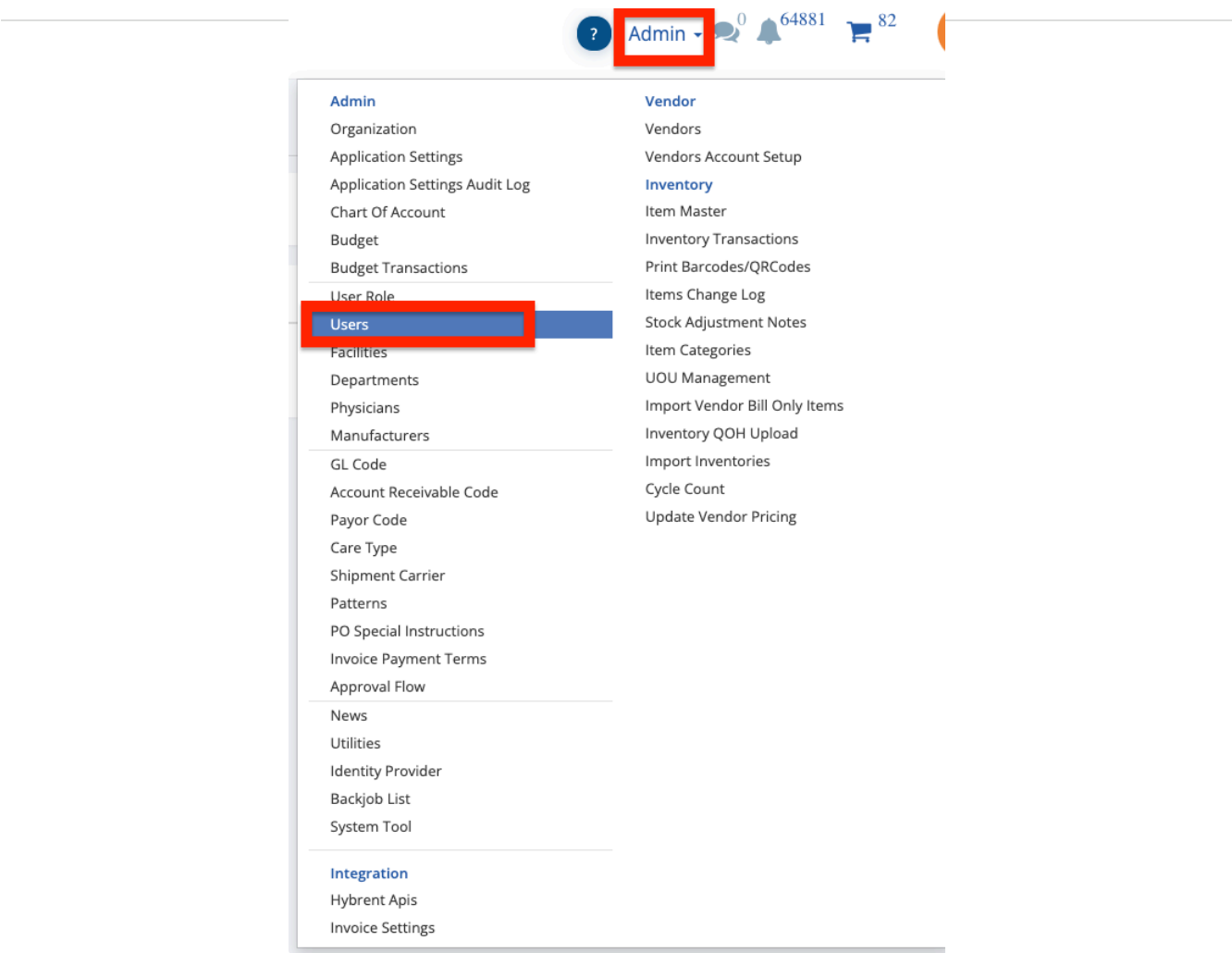


Off boarding: Hybrent

1. Click into **Admin** dropdown and select **Users**



2. Search for the desired user and click into their profile

MANAGE USERS

Search by

solounge

Facilities

All Facilities

Status

All

S

Solounge Bowen (sbowen)
No role assigned.
N/A
sbowen@kindbody.com

Kindbody HQ
TechOps
Main Supply
Active

Edit Details

Update Facility Access

Change Password

Showing 1 to 1 of 1 entries.

3. Click onto the slide bar to change their status from **Active** to **Inactive**

Status

Active

Status

Inactive