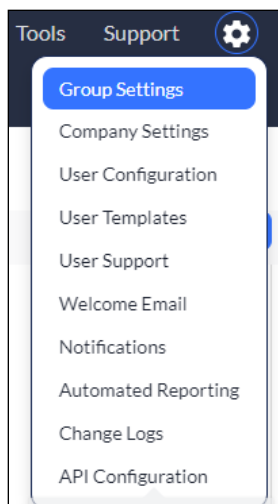


Hide Inactive Records

This article guides you through the process of how to hide inactive employees from the main listing.

To do this:

1. Click to select your settings  icon, and then select **Group Settings**.



2. Navigate to your people group (may be called your **Employees** group or something similar), and then click the **Status Field** link.

Groups		
Name	Show in submenu	
Assets	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations
Buildings	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations Delete
Categories	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations Delete
Employees	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations Delete

3. Locate the **Default for listing** column, and then deselect the box for **Inactive**.

Configuring Employees Status Field Types

Back

Employees Edit

Employees Actions

Employees Notifications

+ Add New

<input type="checkbox"/>	Name	Default value for new employees	<input checked="" type="checkbox"/> Default for listing	
<input checked="" type="checkbox"/>	Active	No	<input checked="" type="checkbox"/>	Edit Delete
<input type="checkbox"/>	Inactive	No	<input type="checkbox"/>	Edit Delete

Default for listing means that a status appears by default on the main listing page. If this option is deselected, that status can be viewed by doing a **Status Filter** search on the **Employees** main listing page.

Employees

Reserve

Actions

+ Add New

Pinned filters

x

View

<input type="checkbox"/>	Name	Employee ID	Job Title	Email	Phone	<input checked="" type="checkbox"/> Status	
<input type="checkbox"/>	Captain America	8235420		captainamerica@email.com		<input checked="" type="checkbox"/> Active	<div></div>