Deactivate a member from the BookJane dashboard.

1 Click the "Team Member" page icon.

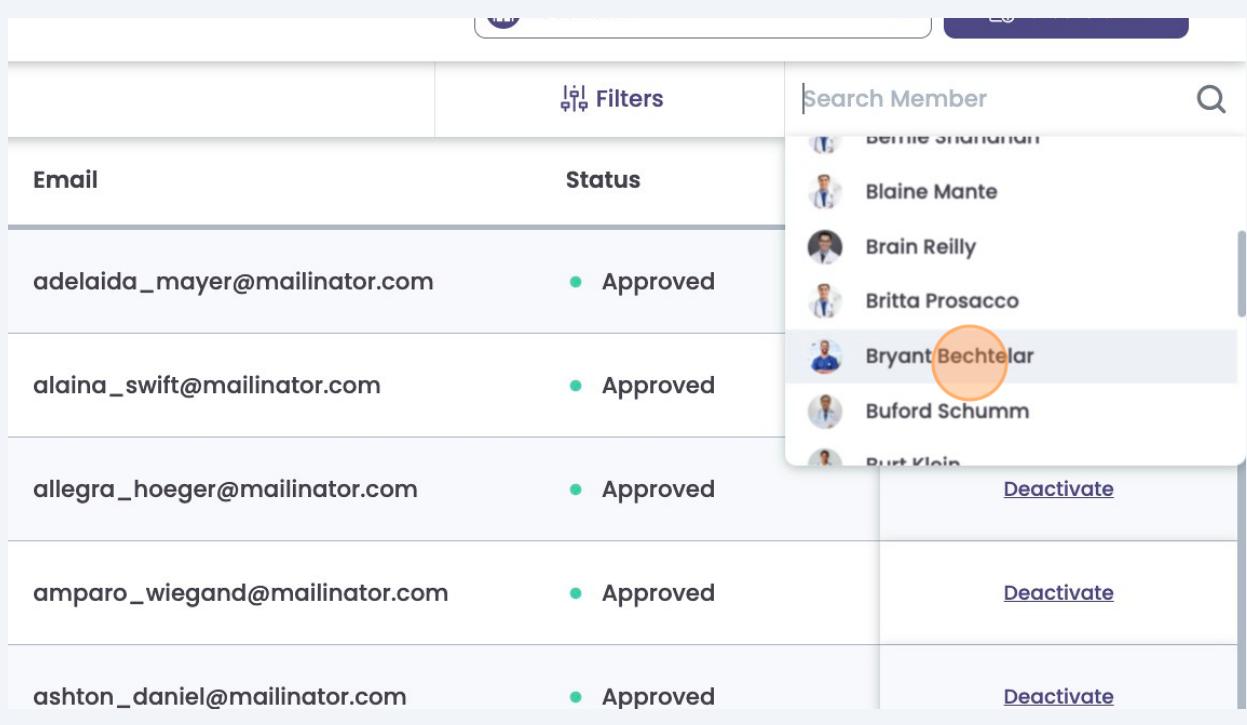Upcoming Shifts — Past Shifts — Recently Created Shifts

Team Member

The
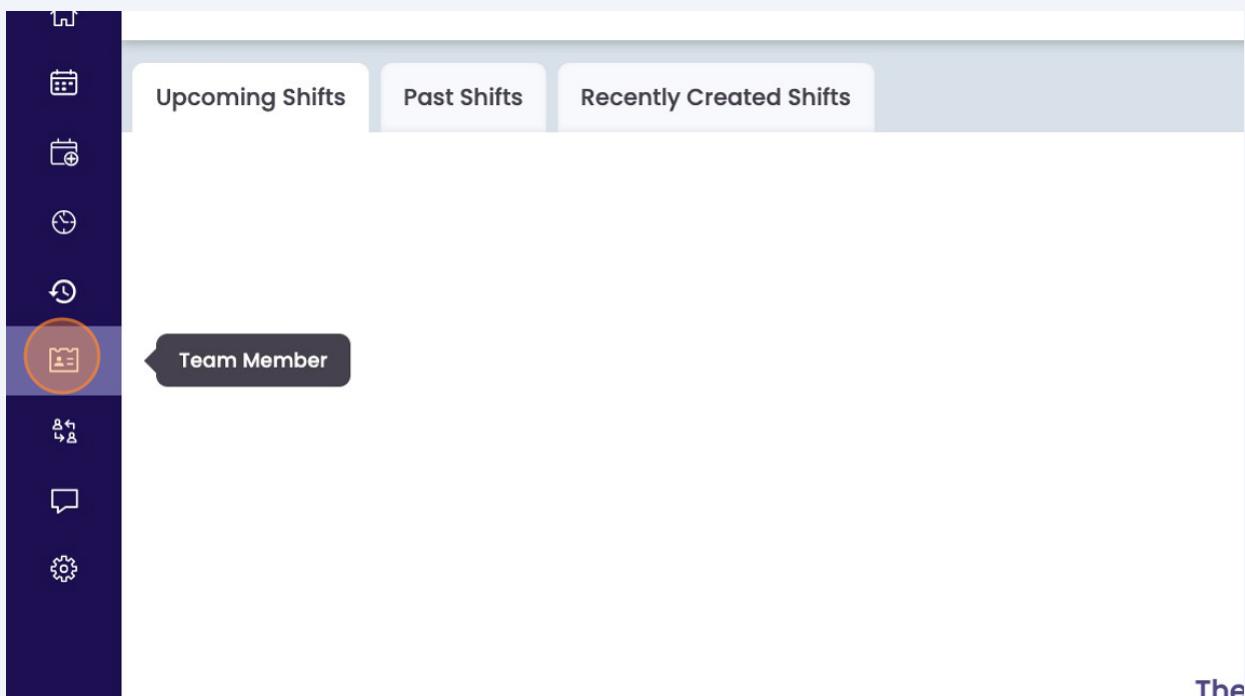
2 Click the "Search Member" field.

	🏢 Location 2 ▾	🗓 **Create Shift**

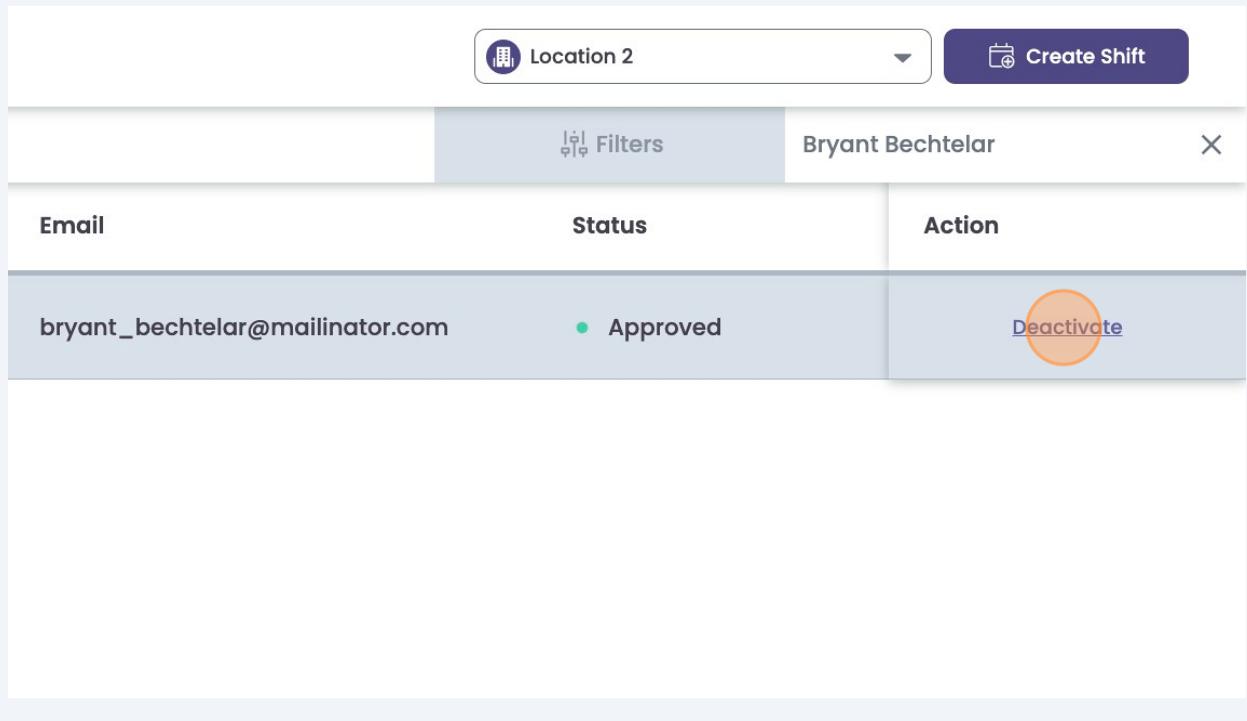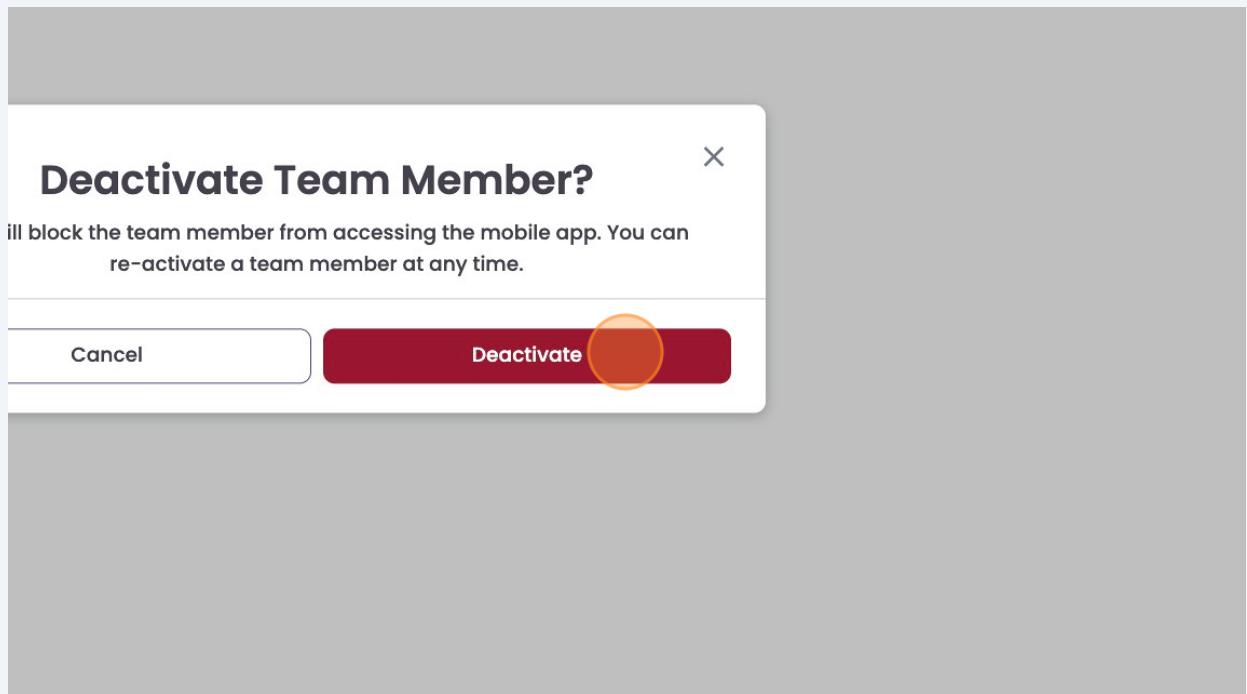|	⚙ Filters	Search Member	🔍
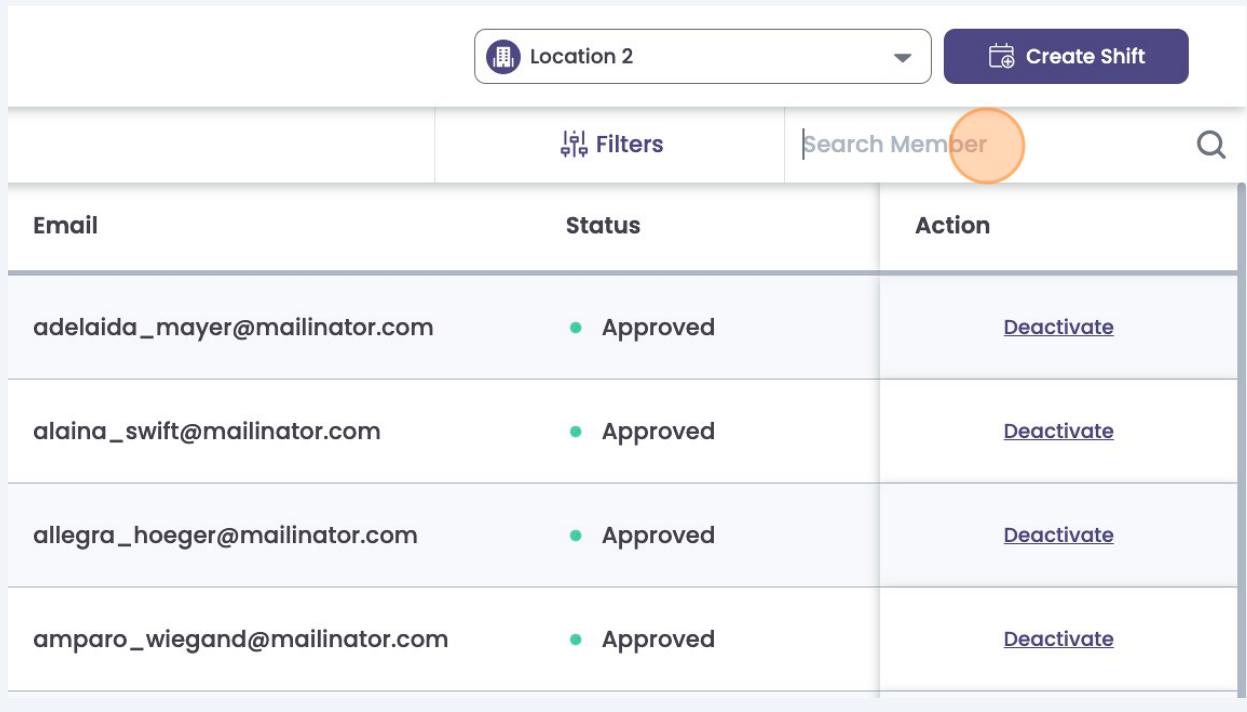
Email	Status	Action
adelaida_mayer@mailinator.com	● Approved	Deactivate
alaina_swift@mailinator.com	● Approved	Deactivate
allegra_hoeger@mailinator.com	● Approved	Deactivate
amparo_wiegand@mailinator.com	● Approved	Deactivate

3 Click on the team member that you wish to deactivate.

	⚙ Filters	Search Member	🔍

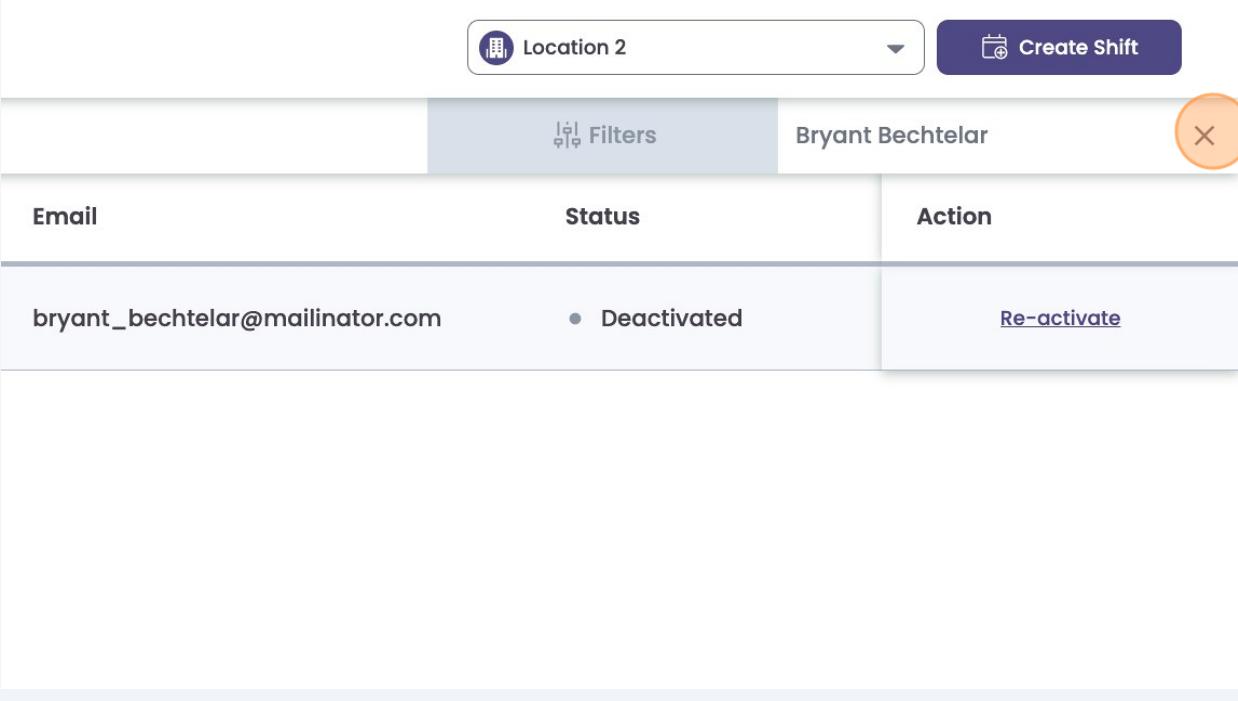| Email	Status	
		Bernie Shanahan
		👤 Blaine Mante
adelaida_mayer@mailinator.com	● Approved	👤 Brain Reilly
		👤 Britta Prosacco
alaina_swift@mailinator.com	● Approved	👤 Bryant Bechtelar
		👤 Buford Schumm
allegra_hoeger@mailinator.com	● Approved	👤 Burt Klein — Deactivate
amparo_wiegand@mailinator.com	● Approved	Deactivate
ashton_daniel@mailinator.com	● Approved	Deactivate

4   Click "Deactivate" under the "Action" column.

	🏢 Location 2 ▾	📅 Create Shift
⩥ Filters	Bryant Bechtelar	✕

Email	Status	Action
bryant_bechtelar@mailinator.com	● Approved	Deactivate

5   Click "Deactivate"

Deactivate Team Member?   ✕

ill block the team member from accessing the mobile app. You can re-activate a team member at any time.

Cancel	Deactivate

6 The team member will no longer be able to access the mobile app.

	🏢 Location 2 ▼	🗓 **Create Shift**

	⚏ Filters	Bryant Bechtelar ✕

Email	Status	Action
bryant_bechtelar@mailinator.com	● Deactivated	Re-activate