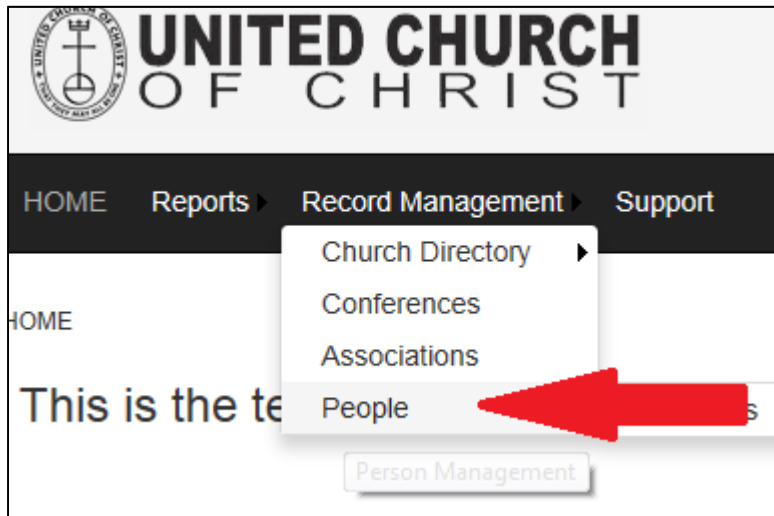# "Removing" a person record (marking as inactive)

To remove a person's record: Log into the Data Hub. On the top of the screen there is a black Menu Bar. Place your mouse over **Record Management** and select **People**.

Search for and select the correct person and click on the **First Name**.

Click the checkbox in the **Active** field to make the person's record **inactive.** This action removes the person from being in active view. You will get a message asking if you are sure, if you are sure, click **OK.** Then click **Update**.

The inactive person's record can be viewed by using the drop down menu and selecting **Inactive People Only**.

You have successfully removed a person's record by marking them inactive!