“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!