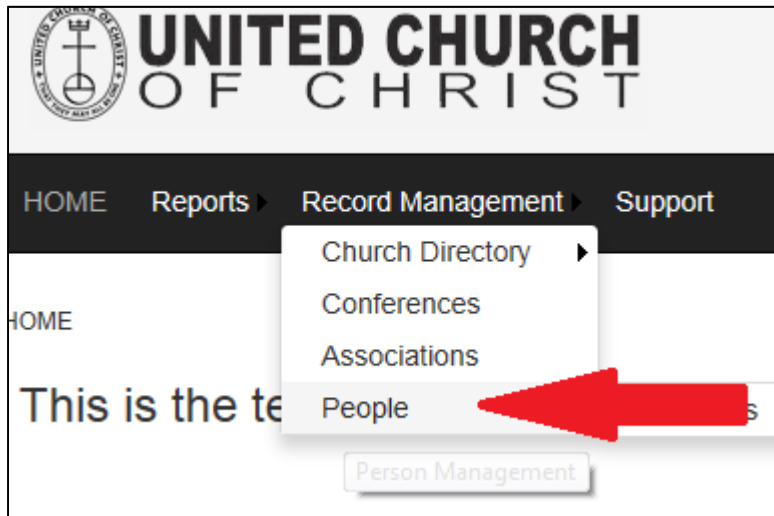


“Removing” a person record (marking as inactive)

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**.

PeopleID	Conference	First Name	Last Name
700935	Ohio	Douglas	
700425	Ohio	Chad	Abbot
33183	Ohio	Lucille	Abernethy
10424	Ohio	Mendle	Adam

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!

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