

Schedule360 Captivate Training

Inactivate

Active Employees

Facilities Location TX - CLIN - Waco All Locations TX - CLIN - Waco

Directory Type

Name	APS	WST	JOB	Primary Phone	Secondary Phone	Staff Title	Staff Expert	
Adair, Fandra LMRST	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 1
Bishop, Justin NCT	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 11
Clerk, Lauren NCT	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 10
DuMico, Samantha PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 9
Finley, April PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 8
Harris, Melissa MA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 7
Herman, Brittany PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 6
Jacobs, Kim HCP	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 5
Johnson, Sophia PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 4
Jones, James NCT	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 3
Mason, Emily LMRST	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 2
Moore, Sarah MA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 1
Murphy, John LMRST	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Olson, Jeff PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Hend, Amber	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Blumen, Jack	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Smith, Elizabeth	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Smith, Justin	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Thompson, Cindy PSA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Walker, Ty MA	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Williams, Corey LMRST	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Wilson, Chitrae RT	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0
Roberts, Simon LMRST	▼	Act	Mar	Jul	419-496-1818	419-496-1818	Nurses	Message 0

To inactivate an employee click on their name from the Active staff list

Contact Profile

TX - CLIN - Waco: Contact - J Smith

Contact > Profile > Divisions > Assignment > Summary

Click the Inactive radio button

Contact info

First Name Last Name

John Smith

Primary Phone Unlinked

Secondary Phone Unlinked

Email Unlinked

Secondary Email Unlinked

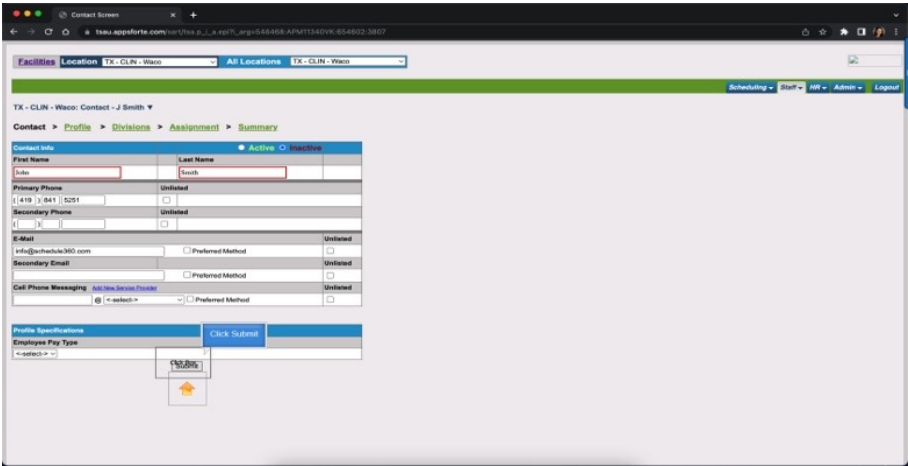
Call Phone Messaging Unlinked

Profile Specifications

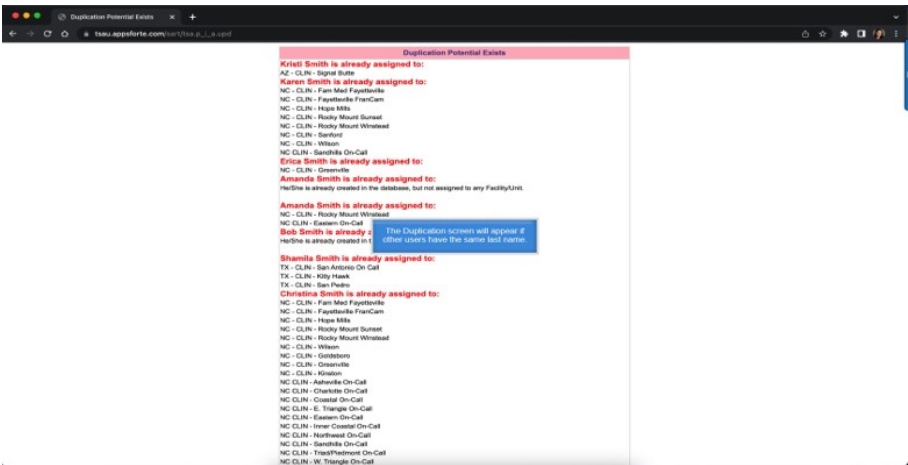
Employee Pay Type

Submit

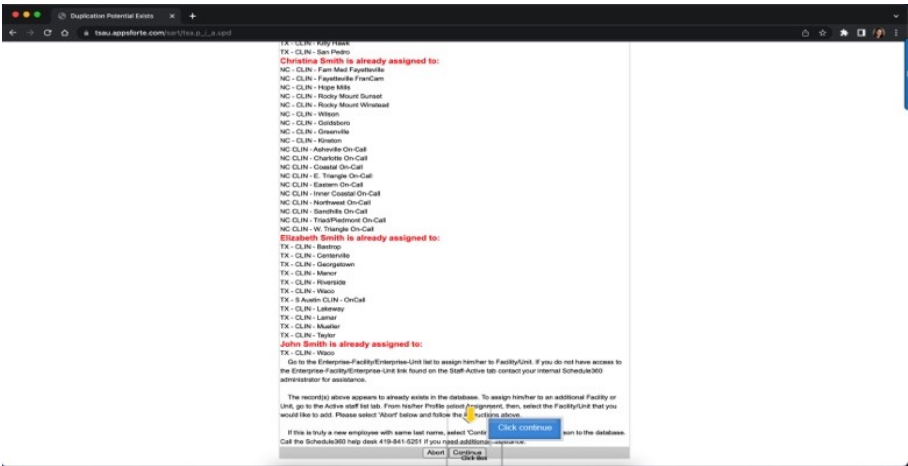
Click the Inactive radio button



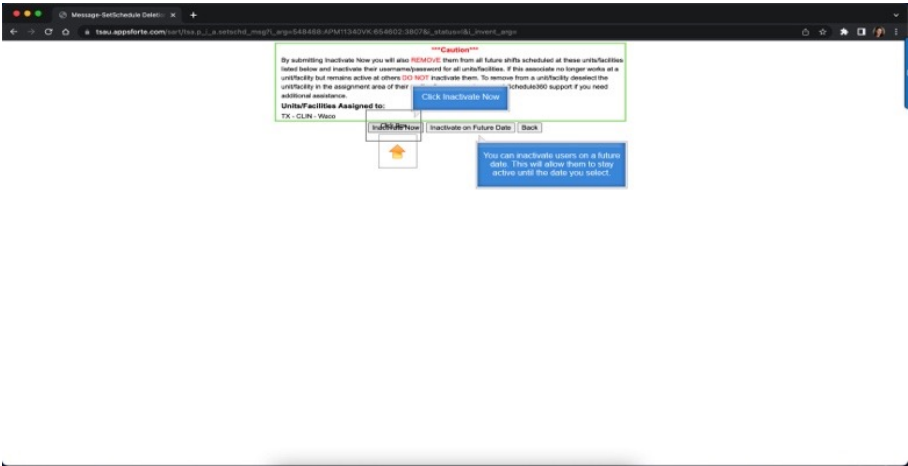
Then Click Submit



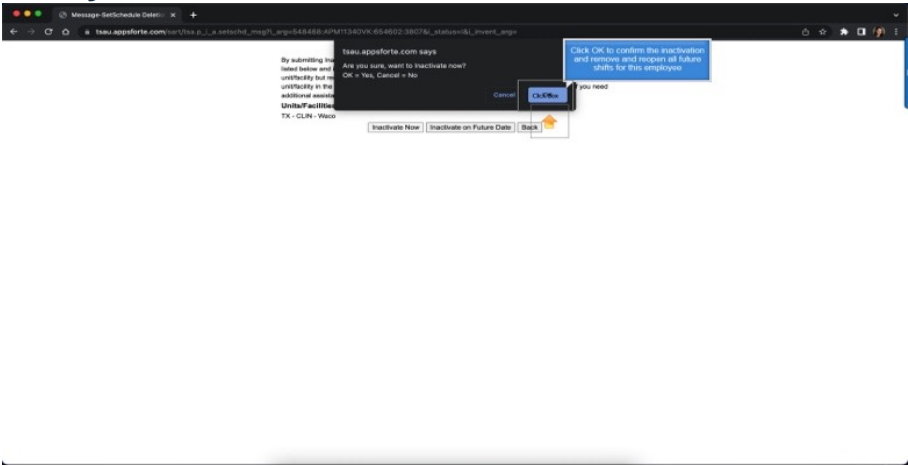
The Duplication screen will appear if other users have the same last name



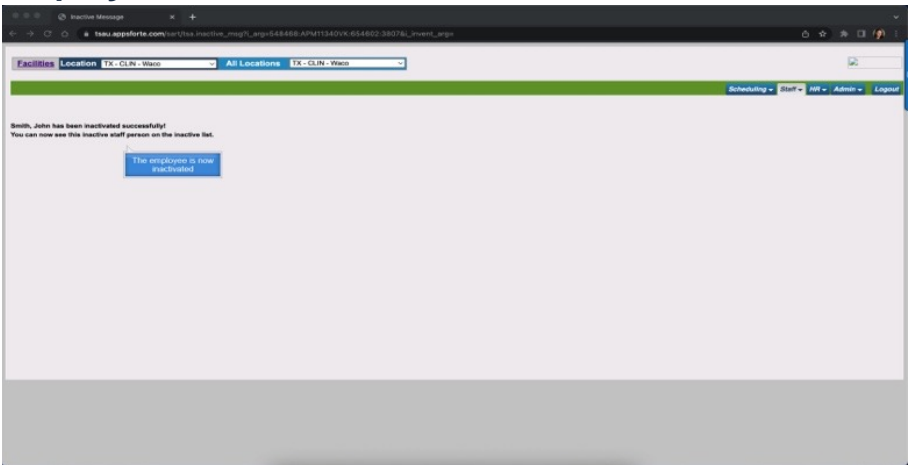
Then click continue



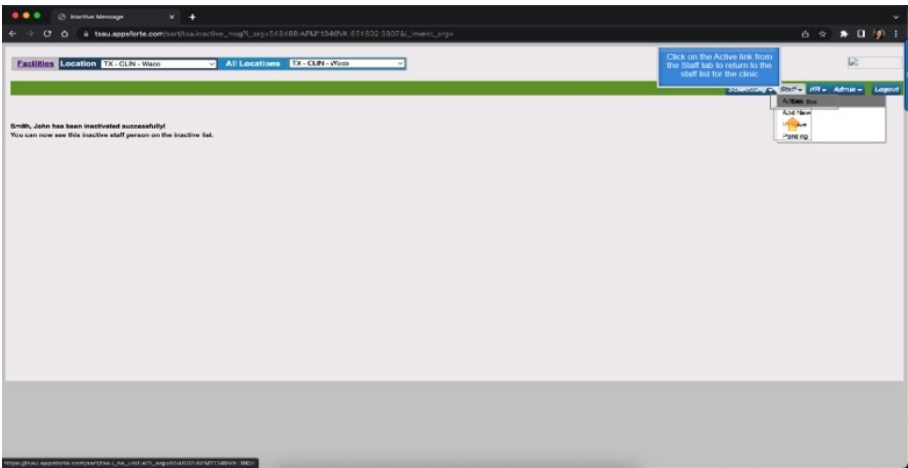
You can inactivate users on a future date. This will allow them to stay active until the date you select.



Click OK to confirm the inactivation and remove and reopen all future shifts for this employee



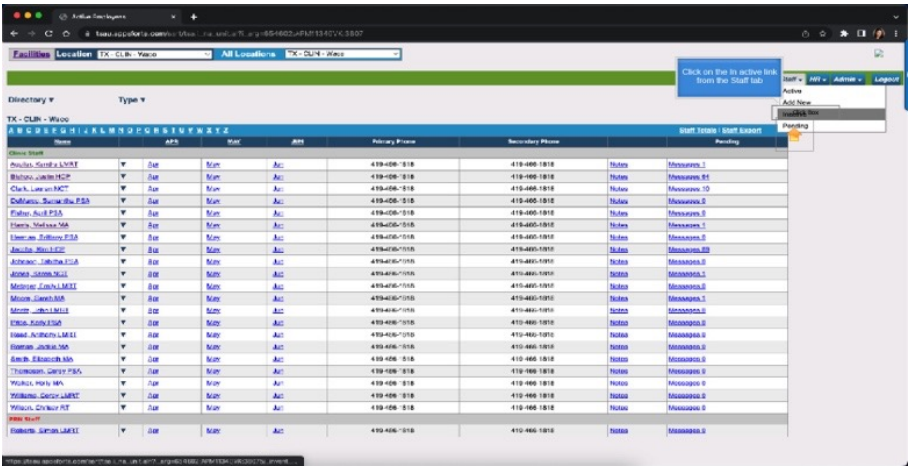
The employee is now inactivated



Click on the Active link from the Staff tab to return to the staff list for the clinic

Name	APS	MT	JUN	Primary Phone	Secondary Phone	Staff Status	Staff Email
Smith, John	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 1
Smith, John LMC	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 01
Clark, Lauren MCT	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 10
DeMarco, Samantha PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Finley, April PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Harris, Melissa MA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 1
Herman, Brittany PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Jacobs, Kim MCT	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 00
Jackson, Tasha PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 1
Jones, James MCT	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 1
McLean, Emily LMST	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Moore, Sarah MA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 1
Murphy, John LMST	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Olson, Julie PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Reed, Anthony LMA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Roman, Jackie MA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Sand, Elizabeth MA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Thompson, Corey PSA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Walker, Holly MA	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Williams, Corey LMST	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Wilson, Christa RT	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0
Inactive Staff							
Roberts, Simon LMST	▼	Act	May	419-466-1818	419-466-1818	Inactive	Messages 0

The employee no longer appears on the active staff list



Click on the Inactive link from the Staff tab

Facilities Location TX - CLIN - Waco All Locations TX - CLIN - Waco

Scheduling Staff HR Admin Logout

Inactive Directory

TX - CLIN - Waco

Empid	Name	Home Phone	Cell Phone	Inactivation_date	Inactivated by
	Carter, Janice MA	419-466-1818	419-466-1818	12-10-21 15:19 CST	TERRYDUNLIN
	Culcson, Alpha PSA	419-466-1818	419-466-1818	09-28-20 13:32 CST	AMANDAMENDEZ
	Contra, Myrha PSA	419-466-1818	419-466-1818	08-14-19 09:43 CST	AHAMPHREY
	Fagan, Stephanie MA	419-466-1818	419-466-1818	09-16-19 10:48 CST	AHAMPHREY
	Foster, Sandra RT	419-466-1818	419-466-1818	09-31-21 09:37 CST	LUISMEDINA
	Garcia, Cecilia MA	419-466-1818	419-466-1818	09-16-19 10:48 CST	AHAMPHREY
	Guerrero, Daynal PSA	419-466-1818	419-466-1818	08-10-21 23:49 CST	VIGASK
	Hulteen, Kagle NCT	419-466-1818	419-466-1818	09-31-21 09:37 CST	LUISMEDINA
	Humphrey, Alysha RT	419-466-1818	419-466-1818	02-12-20 10:41 CST	AMANDAMENDEZ
	Johannes, Diana PSA	419-466-1818	419-466-1818	03-26-20 13:06 CST	LUISMEDINA
	Lynch, Donna RT	419-466-1818	419-466-1818	01-22-21 11:29 CST	AMANDAMENDEZ
	Lynch, Donna RT	419-466-1818	419-466-1818	11-19-19 11:37 CST	AHAMPHREY
	Marino (Gina), Data Trainer	419-466-1818	419-466-1818	01-04-22 16:18 CST	JANISLE
	McDavid, Cheyenne NCT	419-466-1818	419-466-1818	03-26-20 13:32 CST	LUISMEDINA
	Melara, Tiana NCT	419-466-1818	419-466-1818	11-01-21 00:05 CST	TSAJANEIGE
	Parks, Erica MA	419-466-1818	419-466-1818	06-21-21 09:50 CST	LUISMEDINA
	Richardson, Lucy RT	419-466-1818	419-466-1818	10-05-20 22:59 CST	AMANDAMENDEZ
	Richardson, Lucy RT	419-466-1818	419-466-1818	08-16-20 17:36 CST	AMANDAMENDEZ
	Riedel, Mawer RT	419-466-1818	419-466-1818	13-23-20 20:48 CST	AMANDAMENDEZ
	Roman, K	419-466-1818	419-466-1818	09-03-20 10:42 CST	AMANDAMENDEZ
	Rosa, Gu	419-466-1818	419-466-1818	06-27-19 11:39 CST	LUISMEDINA
	Rutherford	419-466-1818	419-466-1818	01-06-19 19:30 CST	AHAMPHREY
	Satterwhite	419-466-1818	419-466-1818	11-12-21 11:36 CST	LUISMEDINA
	Smith, Jana MA	419-241-5281	-	04-27-22 09:30 CST	TSJ
	Tobias, Amber MA	419-466-1818	419-466-1818	10-31-20 14:18 CST	AMANDAMENDEZ

The employee will now show on the Inactive list