

Removing an Employee

Important Notice: When you remove employees, they no longer appear as employees of the company. Their information is deleted and are no longer able to access ProjectTalk. If deleted employees wish to use ProjectTalk again, they must re-register with ProjectTalk.

To remove the employee who is the Master Corporate Administrator, first transfer the MCA permission to another user and then delete the user. For more information, see Projecttalk Easy Doc "Transferring the MCA Permission". If the MCA is the last Employee of your company contact Meridian Sales to have the MCA removed.

Note: If you remove a pre-paid employee, a refund will not be issued. A pre-paid sponsored user may not be removed.

To remove a user from Projecttalk

1. On the My ProjectTalk page, go to the **Administration** section and click **Administer** next to **Employee Administration**. The **Employee Summary** page opens and displays a summary of all the employees.
2. Locate the user you want to delete and click **Remove**.
ProjectTalk confirms that you requested to delete the user.
3. Click **OK**.
The **Remove Employee** page opens.
4. Select the reason for removing the employee.
5. If you wish to send an email to this employee notifying them of their ProjectTalk membership change, select the **Send Email to this employee** check box.
6. Click **Done**.
The user is deleted from ProjectTalk