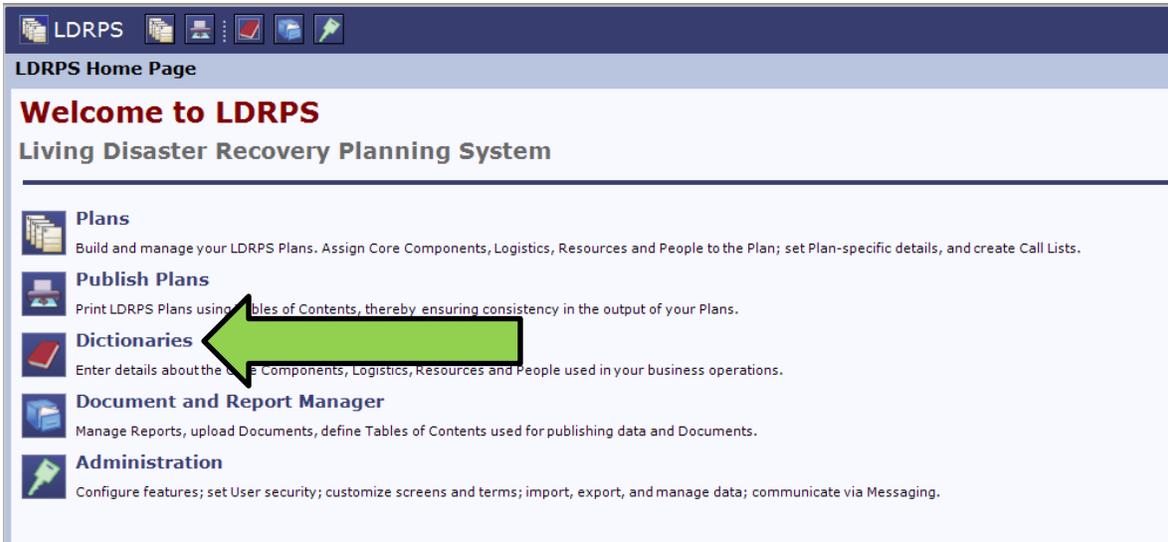
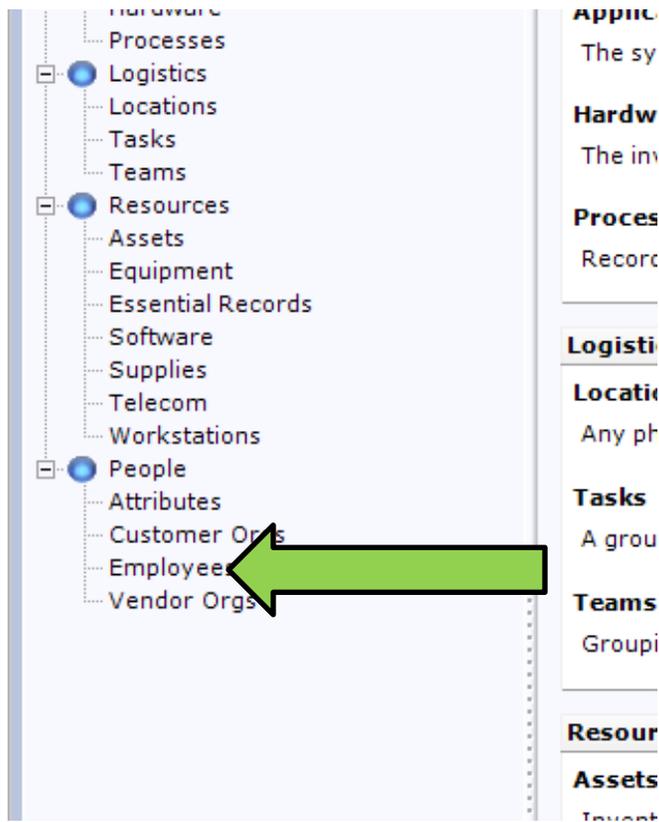


DELETING EMPLOYEES IN LDRPS

Log into LDRPS and click on Dictionaries.



Click on Employees

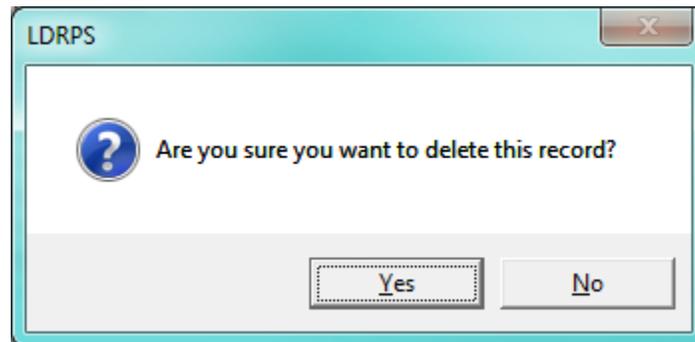


Highlight the employee that needs to be deleted/removed. Then click on the Red X to delete the employee.

The screenshot shows a web application interface for managing employees. At the top, there is a tab labeled "Employee". Below it is a table with columns: Last Name, First Name, Middle Name, Employee ID, Job Title, City, and State. The first row is highlighted in blue and contains the following data: Last Name: Gullicks, First Name: Kimberly, Middle Name: S, Employee ID: 0254867, Job Title: ELECTRONIC COURT RECORDER, City: Bismarck, State: ND. Below the table, there is an "Employee Details" section with a sub-tab "Attribute Summary". It shows "Created on: 9/19/2008 8:25:39 AM by: IDMMOEN" and "Last Updated on: 12/29/2015 8:02:03 AM by: IDMMOEN". At the bottom left, there are input fields for "Employee ID" (containing 0254867) and "First Name" (containing Kimberly). On the right side of the interface, there is a toolbar with several icons, including a red X icon. A large green arrow points to this red X icon.

Last Name	First Name	Middle Name	Employee ID	Job Title	City	State
Gullicks	Kimberly	S	0254867	ELECTRONIC COURT RECORDER	Bismarck	ND
Gullicks	Eric		W0949218	STUDENT		
Gullicks	Nicholas		W0988919	STUDENT		
Gullicks	Andrew		W0865745	STUDENT		
Gullicks	Harvey	Allen	HE0223713	Associate Professor	Grand Forks	ND
Gullicks	Emily	Patt	HE8002212	Administrative Assistant	Bismarck	ND
Gullicks	Darren		W1028353	STUDENT		
Gullickson	Kendra		W0909278	STUDENT		
Gullickson	Haley		W1095936	STUDENT		
Gullickson	Bo		W1060434	STUDENT		
Gullickson	Katlyn	Anne	HE0972055	Temporary General	Fort Yates	ND
Gullickson	Greg	R	0189718	BIOLOGIST II	BENEDICT	ND
Gullickson	Jordan		W0963129	STUDENT		
Gullickson	Ashley		W1007954	STUDENT		
Gullickson	Carly		W1014338	STUDENT		
Gullickson	Leah		W0887208	STUDENT		
Gullickson	Jenna		W0869823	STUDENT		
Gullickson	Jenna		W0912465	STUDENT		
Gullickson	Derek		W0871653	STUDENT		
Gullickson	Dawn		W0792682	STUDENT		

After you click on the Red X this message will pop-up. Click Yes.



If the employee is assigned (call list, team, etc.) anywhere in LDRPS this screen will pop-up. Click on the **Red X** to delete the employee out.

NOTE: If the employee is not assigned anywhere in LDRPS then the screen below will not show up and the record will be deleted out of LDRPS after you have confirmed that you want to delete the record.

Employee Details

* Last Name: Gulicks
* First Name: Kimberly

Process records assigned to base Employee

Plan Name	Process ID	Process/Function	Priority Sequence	Allowable Delay	Division
Bismarck 1701...	P00000004	South Office Adm...	4	24.00000	
Bismarck 1701...	P084300002	Consumer Assista...	3	336.00000	
Bismarck 1701...	P087300003	South Office Crisis...	1	24.00000	

Process Details

Created on: 2/22/2008 6:26:33 AM by: IDHMOEN
Last Updated on: 5/9/2012 4:29:11 PM by: Deleted User: afonke

* Process ID: P00000004
* Process/Function: South Office Administration
Description:
Division:
Statute:
* Critical Rating: [1, Critical - Within 24 Hours]

View Assignments

Record 1 of 3

The following screen will pop-up. Click Yes.

Related Records

Are you sure you want to delete this base record from the database?

Yes No