**Reassign Employees**

*Prevail 4*


From time to time, you may experience employee turnover in your office and need to delete users from your Prevail system. Before you delete any users, though, it is EXTREMELY important to reassign their cases, appointments, and tasks to another user. Prevail makes this procedure easy for you with the "Reassign Employees" feature, accessible via the Prevail Control Panel.

***Note:*** *Using this feature requires that all users be logged out of Prevail.*

1. Access the Prevail Control Panel from your Windows desktop by clicking on Start > All Programs > Prevail > Control Panel.

2. At the Control Panel login screen, enter your usual Prevail user name and password (if you have one).

3. After several seconds, the Control Panel will display a message confirming that all users are logged out, and that all Control Panel options are available. Click on Tools > Reassign Employees.

4. Choose the former employee from the "From User" drop-down list, and choose the new employee from the "To User" drop-down list. Then, click 'Finish'.

5. When the procedure completes, the Prevail Control Panel will return to the original selection screen. Close the Control Panel, and log back into Prevail.

6. In Prevail, click on Administration > Employees.

7. In the employee setup window, click on the former employee's login in the list on the left side of the window. Then, uncheck the "Employee is active" box on the right side of the window, and click 'Save' in the upper right corner.

8. After you have marked the employee as inactive, make sure you still have the appropriate user highlighted in the list on the left side of the window, and click 'Delete' in the upper left area of the window.

9. Click 'Delete' to confirm that you wish to delete the former employee.