

How to Delete or Edit a Member from the Organisation

1. Go to Members Area > Profiles. Click the name of the organisation you wish to edit or remove members from.

Organisation	Number of People's		
Council Members	2		
Test Profiles	4		
WJPS Team	7		

2. This will direct you to the Member admin menu.

	 Garry Windhurst Customer Advisor	 
	 Zoe Margaret Relations Advisor	 
	 Adam Frattlinger Managing Director	 
	 Alicia McGee Sales Assistant	 

- a. To edit a member, press the Pencil Icon at the right. This will open the Member Profile where you can edit or add any information. Remember to press 'Save People'
- b. To delete a member, press the Bin icon at the right.
- c. If you would like the profiles to display in a different order, use the grey arrows at the left to drag and drop them into the order you want.