REACTIVATING A WORKER ACCOUNT

Introduction and Description

A Department Manager needs to reactivate a worker to put them in a new booking, as the worker was originally deactivated because they had not completed any bookings for more than 3 months.

A worker will be deactivated if they have not had a booking for 3 months AND they have no future bookings. When the worker is reactivated, they will have to re-enter their tax information in the Worker Profile before they can be booked into another booking.

Note! The Department do not need to do another Right to Work check unless their documents have expired (the system will make that clear by highlighting that section in red).
Step 1

Sign into the UAT Dashboard using your Department Manager account.

https://cambridgetest.demodashboardtechnology.co.uk
Step 2
Select the Profiles button.

Step 3
The page will refresh to show the Manage Workers Page.
Select the red Deactivated button.
Step 4

The page will refresh to show the Manage Deactivated Workers Page.

![Manage Deactivated Workers](image)

All deactivated workers will be listed together with a red note displaying the choice they gave when they deactivated their own account.
Step 5
Tick the box to the left-hand end of the worker you need to reactivate and then press either of the two green reactivate buttons, as shown below:

And press OK again.
The screen will refresh and will display the Manage Deactivated Workers page with a yellow message at the top stating that ‘Workers have been reactivated’.

Step 6
To find the reactivated worker, navigate to the Profiles page as shown below:
Step 7
Then select **Schedule for Interview** on the Manage Workers page, as shown below:

The page will refresh to display the 'Manage Interview Scheduled Workers' page with your reactivated worker listed.

*Image of the Manage Interview Scheduled Workers page with a highlighted row for Bill King.*
Step 8

Click on the worker's name from the ‘Full Name’ column to display their profile page, as shown below:

As shown above, the worker needs to re-enter their tax information in their Worker Profile ‘Tax Details’ page, before they can be approved and booked onto another booking.
Step 9

From the workers point of view, they can now login into Dashboard. Once logged in they need to select their ‘My Profile’ page.

As shown below the Tax Details panel is now coloured red, prompting them to re-enter their tax information.
Step 10

The worker re-enters their tax information into this page:

Once they have done this their ‘My Profile’ page panels will all be green, as shown below:
### Step 10

Once the worker has completed the steps above the Department Manager can log in and approve the worker.

To do this the Department Manager selects the **Profiles** page followed by the **Schedule for Interview** option which will display the worker waiting for approval.

Press the green **approve** button under the ‘Actions’ column, as shown below:

![Manage Interview Scheduled Workers](image)

And press **OK** again.

![Please Confirm](image)
The page will refresh displaying a message stating ‘The status has been updated successfully’.

Step 11

Selecting the **Approved** button from the left-hand menu will display the worker in the list with other approved workers, as shown below:

They will now be available to book onto a job.

Finish