How to confirm number of active fee earners before update TaBS license

1.) Need to confirm numbers of active fee earner before update the license.

1.) Go to
setting
icon and count of active fee earner will be available in the screen as per below.

1.) Make sure that all active accounts are assigned to
active employee
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3.1 If some employee no longer works with you, update their status to be **inactive** as per below.

3.2 Go to setting icon again to get count of current fee earners.

Note: Only fee earner accounts (include partners) are subject to be charge.