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

- 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.

Q quick search		6 0:00:00	👲 Ross Moore	0		
Dashboard Clients NonClients O	pportunities Jobs	Timesheets Expenses E	mployees myF	Performance Billings	Receipts Reports	myPlanner Newsle
▼ Users	Currently use	ed Fee Earner accounts: 41 (you	ur license key allo	ws you to create 958 m	ore account(s))	
Activities Login Log Online	Adam Sm	ith				
	Login:	Adam		Legal Entity:	CCOR	~
Users 2	Password:	change password		Department:	Team A	~
+ Organization	Status:	Active Inactive	R	Level:	Assistant Manager	~
+ Data Definition			reassign	Coach:		~
+ Activities	Account type:	fee earners		Receive coaching:	• yes Ono	
+ Translations	First name:	Adam		Personal Notes:		
	Last name:	Smith				
+ Other	E-mail:	Robert@acme.com				1
+ Processes	Abbr:	Adam				
+ Business Job Process	Nickname:					
+ Poople Accessment	Profile					