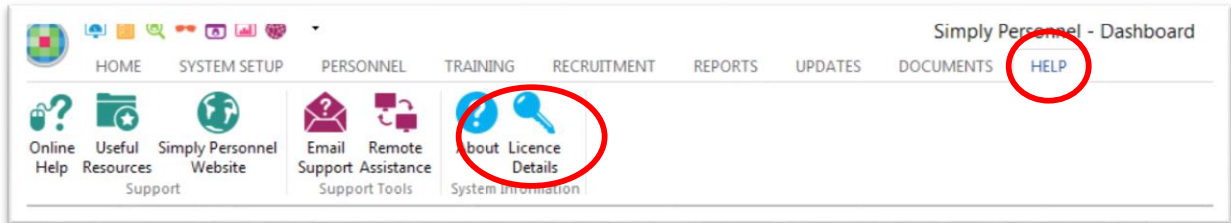# Simply Personnel – Updating your Licence Details

This document is guide for administrators of Simply Personnel, updating your new licence details.

1. Login to the Personnel Mnager as the ADMIN user
2. Ensure you have HELP menu selected
3. Use the 'Employee Search' button and locate the employee you are to be deleting.

1. Using the email containing the details of your new licence update the information shown below. Ensure that the information is entered exactly as shown in the email.
   If the licence does not work, please contact support@simplypersonnel.co.uk