

How to manage your resource pools cost effectively

If a worker is not assigned to any resource pools, they will not be included in your billing calculation, depending on your subscription type.

How to remove an active worker from your portal

To remove an individual, please follow these steps:

1. Go to **Personnel** in the sidebar.
2. Filter on **All My Personnel** and select the resource pool the worker is assigned to. If you do not know the resource pool, select **All My Personnel**.
3. Search for the worker
4. Click on the ellipses (3 dots) and select **Assign to Resource Pool**.
5. Untick the box of the Resource Pool name where the selected Personnel are to be removed.
6. Select **Save**.

For more detailed instructions, see here: [Remove Inactive Personnel from your portal \(mypassglobal.com\)](https://mypassglobal.com)

How to remove multiple workers from your portal

Please see the instructions at this link: [Removing Personnel from a Resource Pool \(mypassglobal.com\)](https://mypassglobal.com)

How to add workers back into your portal / into a resource pool

Follow these steps to reactivate a worker, or bring them back into a resource pool: [Adding Personnel to a Resource Pool \(mypassglobal.com\)](https://mypassglobal.com)