

# User Offboarding

If a user is leaving the company, then the procedure below needs to be followed. Remember that when you do changes, you need to save the changes.

1. Access the user profile from within COSEC User List and click on the 'General' tab. Fill in the leaving date and the reason for leaving

The screenshot shows the 'User Configuration' window for user 'EMP\_CT\_00128' (Andrew, Active). The 'General' tab is selected. The 'Leaving Date' and 'Reason for Leaving' fields are highlighted in yellow. Other fields include Date of Birth, Birthday Message, Joining Date, Confirmation Date, Vehicle Registration No., Driving License, Driving License Expiry, Passport No., Passport Expiry, PAN, Aadhaar No., PF No., UAN, ESI No., Voter ID, Visa, Visa Expiry, and three additional fields (Field 1, Field 2, Field 3).

2. After they work their last day, untick the 'Active' box on the basic tab

The screenshot shows the 'User Configuration' window for user 'EMP\_CT\_00128' (Andrew, Active). The 'Basic' tab is selected. The 'Active' checkbox is highlighted in yellow. Other fields include ID (EMP\_CT\_00128), Name (Andrew Baker), Full Name (Mr Andrew Baker), Short Name (Andrew), Reference ID (31), and Integration Reference (14909).

- Go onto Devices and remove the Device Group entry to restrict their ability to access through the gates

The screenshot shows the 'User Configuration' window for user Andrew (EMP\_CT\_00128). The 'Devices' tab is active. In the 'Device Group' section, there is a table with one entry: 'Plaza T1 Access' (DGID 1), which has a delete icon. Below this is a table of devices:

Device Name	Type	Restrict Access	Restrict Attendance	Action
Device-1	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-2	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-3	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-4	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-5	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-6	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-7	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-8	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●
Device-9	ARGO FACE	<input type="checkbox"/>	<input type="checkbox"/>	●

- Once the user's final payroll has been completed and they are removed from the oracle HCM system, their profile needs to be deleted

This screenshot is identical to the one above, showing the 'User Configuration' window for user Andrew (EMP\_CT\_00128) with the 'Devices' tab selected. The 'Device Group' section shows 'Plaza T1 Access' (DGID 1) with a delete icon. The table of devices is the same as in the previous screenshot.