


User Guide

Removing Association


STEP ONE | Removing Association from site

In the persons profile, click un-associate in the Multiple Companies table.

 Aaron Stevenson (cardholder)

general competencies roles keys training messages report

Works For

Default	Company	Id	Site Association	Roles	View	
✓	Onsite Track Easy Pty Limited	251	Contractor Un-associate	Contractor	View	

Enter in the administration notes why this person is being unassociated. Click Proceed

Warning

The requested action requires you to enter an Admin Note.

You are about to **UNASSOCIATE** Felicity Stevenson from this site.

If you proceed:

- This contractor will not be able to log on at Illawarra Coal - Dendrobium logpoints.
- The following site data for this cardholder will not be visible.

Site Access Keys: 1
Admin Notes: 2

Authorised By:

Comment:

- ▶ To proceed you will need to name the person who has authorised this change, which may be you, and to explain why this change is being made.
- ▶ Your entries will be logged in an Admin Note which can be accessed from the Report menu.
- ▶ If you cancel, your previous edits will be lost and this cardholder's view page will be redisplayed.



