

User Account Configuration



Client Reference	Client Name	Effective Date

New Starters / Account Additions

Full Name	Job Title	Location / Dept	Line Manager	Allow Remote Access to E-mail?	Allow Remote Access to PC?
John Smith	Admin Assistant	Accounts	Joe Bloggs	Yes	Yes

Leavers / Account Removals

Full Name	Job Title	Location / Dept	Reason for Removal	Redirect Emails To	Date on which to purge user account, mailbox & data
John Smith	Admin Assistant	Accounts	Resigned	j.bloggs@mycompany.com	01 January 2012

Note: When user account and mailbox is purged, e-mails sent to this mailbox will returned to sender as 'Undeliverable - Mailbox no longer exists'

Other Changes

Authorised By	Position	Date

Team Metalogic Use:

Received Date	AutoTask Ticket Ref	Actioned Date	Team Metalogic Signature