

User Account Configuration



Once completed and signed please fax this form to 0845 521 0619 or e-mail to support@metalogic.co.uk

Client Reference	Client Name	Effective Date

Full Name	Job Title	Location / Dept	Line Manager	User Name	Email Address	Initial Password	Permissions Group*
John Smith	Admin Assistant	Accounts	Joe Bloggs	smithj	j.smith@mycompany.com	january	USR

Permissions Groups: USR – Basic User | MBL – Mobile User | PWR – Power User | ADM – Administrator

Leavers / Account Removals

Full Name	Job Title	Location / Dept	Reason for Removal	Forward Emails To	Date on which to purge user account, mailbox & data
John Smith	Admin Assistant	Accounts	Resigned	j.bloggs@mycompany.com	01 January 2011

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

Authorised By	Position	Date

Team Metalogic Use:

Received Date	Vivantio CREF	Actioned Date	Team Metalogic Signature