

Administrator Centre

How to delete a user in mBank CompanyNet?

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mBank.pl

call 801 273 273

Why is it worth keeping mBank CompanyNet tidy?

- you can manage users more quickly and conveniently
- you do not get distracted by outdated information
- you increase the system's security

Who can delete a user?

Users can be deleted by an Administrator. If there is no user with Administrator rights in your company, fill in the mBank CompanyNet System Customer Access Rights Card. We will then grant you the Administrator rights. If you wish to find out more, please call the Customer Centre or contact your Advisor. We will be glad to help you.

How to delete a user – step by step

1. Click on the "Administrator centre" icon in the top bar

mBank	Desktop	Accounts and finance Products	+ New order		·	æ	KLI Klient Jan Nowak	*	Ċ
Administrator centre Create a new user Create an authorisation scheme		things to do 9 8 user(s)		active and accepted users 15	Administrator centr	users v	with no logins for 1	year O	1

or select the "Administrator centre" link in the widget in the "Desktop" tab.

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Administrator centre Create a new user Create an authorisation scheme	things to do 9 8 user(s)	active and accepted users 15		users	s with no logins for 1 year O	r)	1

2. Go to "Basic information".

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Administrator cee Administrator dashboard + Company data + My data	User Selected criteria:	Enter user's first nar Clear to default	ne, surname, identifie	r or alias			🌲 New user 🔞	Print : +more
User data Basic information Tokens	Identifier	+ / Status + Nan	ne + Name +	1 2 Authorisation methods	> Created -	Last successful login date	Number of records 1 Refrest	- 21 with 32
Mobile devices Certificates	Active	Kard	ol Nowak		12.04.2019		Accepted	
Connect sessions	Active	Piot	r Nowak		11.04.2019		Accepted	
About Administrator centre	G***** Active	Grzi	egorz ADAM		13.02.2019		Accepted	
	2***** Active	Jan	Kowalski		31.01.2019		Accepted	

3. Make sure that the status of the user whom you want to delete is "Not active". The action "Delete" is only available for users who are not active.

6*****	6***** Jan		owalski 30.10.2018			Not accepted
	De	etails	Copy profile	Modify permissions	Delete	

If the user's status is "Active", he/she must be deactivated first.Click on "Deactivate".

Identifier 🕶 / Status 🕶	Name 👻	Name 👻	Authorisation methods	Created 🗸	Last successful login date 👻	Permission set
7*****	Karol	Nowak		12.04.2019		Accepted
Active	Deta	ails	Copy profile	Modify permissions	Deactivate	

4. Before deleting the user, remove him/her from user groups in the authorisation schemes. Make sure that users can still authorise orders once you have changed the group's composition.

If you do not remove the user from a group, the following notification will be displayed:

Administrator centre		
Administrator dashboard	Error	×
+ Company data	To remove the user, remove them from user group GRUPA-16 and accept the changes first.	
+ My data	Go to user groups	
– User data		

5. Select the user whom you want to delete and click on "Delete".

m <mark>Ban</mark> k	Desktop Accounts and	d finance Orders Proc	ducts + New order		• f ®	ABC Klient Jan Nowak 🗸 🖒
Administrator Administrator dashboard Company data	r centre User Selected criteria:	Enter user's first name, surr Clear to default	hame, identifier or alias			New user Print :
Basic information	Identifier	▼ / Status v Name v	Name + Autho	1 2 >	Last successful lo	Refresh gin date + Permission set
Mobile devices Certificates	Not active	Karol	Nowak	12.04.2019		Accepted
Connect sessions Authorisation schemes About Administrator cent	Active	Piotr	Nowak	Modify permission: 11.04.2019	S Delete	Accepted
	tre 6**** Active	Grzegorz	ADAM	13.02.2019		Accepted
	Active	Jan	Kowalski	31.01.2019		Accepted

6. Finally, confirm that you want to delete the selected user.

Basic information	nformation 1 2 >							Refresh			
Tokens		Identifier + / Status +	Name +	Name +	Authonsation methods	Created -	Last successful login date +	Permission set			
Mobile devices Certificates	Ū.	7***** Not active	Karol	Nowak		12.04.2019		Accepted			
Connect sessions	1	1***** Active									
Do you wish to ren The removed user will remain visible Remove user Do not remove	thonsation schemes To you wish to remove the user? The removed user will remain visible in the user list but you will not be able to reactivate them. Hiding a deleted user will make the user invisible in the system. Remove user Do not remove the user										
Do not remove	e trie us										

- 7. The deleted user will be displayed on the list with the "Deleted" status.
- The user cannot log in to your company or carry out any operations.
- However, for audit purposes, you still see that he/she once had access to the system.
- The user loses all powers of attorney to authorize orders and FX products in the company within the mBank CompanyNet system.
- If you do not want to see the user on the list, you can hide him/her; however, remember that by doing so you will lose important audit data.

Administrator cen	itre	
Administrator dashboard	Confirmation User was deleted	×
 My data User data Basic information 	User Enter user's first name, surname, identifier or alias	La New user
Tokens Mobile devices Certificates	1 2 >	Number of records 1 - 21 with 32 Refresh
Connect sessions	Identifier + / Status + Name + Name + Authorisation methods Created + Last successful lo	igin date 👻 Permission set
Authorisation schemes About Administrator centre	7***** Karol Nowak 12.04.2019 Deleted	Accepted
	1***** Piotr Nowak 11.04.2019 Active 11.04.2019 11.04.2019 11.04.2019	Accepted

8. If you do not want the user to appear on the list, click on "Hide".

Administrator cer	ntre						
Administrator dashboard							🚣 New user 🔒 Print 🚦
+ Company data	User	Enter user's first name, surr	name, identifier or alia	s			+ more
 Mudata 	Selected criteria:	Clear to default					
 User data 						Nu	mber of records 1 - 21 with 32
Basic information				1 2 3	>		Refresh
Tokens	Identifier	≠ / Status ∗ Name ∗	Name 👻 🛛 Au	thorisation methods	Created 💌	Last successful login date 👻	Permission set
Mobile devices Certificates	Deleted	Karol	Nowak		12.04.2019		Accepted
Connect sessions	1***** Active	Piotr	Details Nowak	Copy profile	11:04:2019		Accepted
 Authorisation schemes About Administrator centre 	6***** Active	Grzegorz	ADAM		13.02.2019		Accepted

9. Confirm that you want to hide the user.



From now on, the user will no longer be displayed on the list.