



Administrator Centre

How to delete a user in mBank CompanyNet?

Warsaw, March 2022 r.



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- you do not get distracted by outdated information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

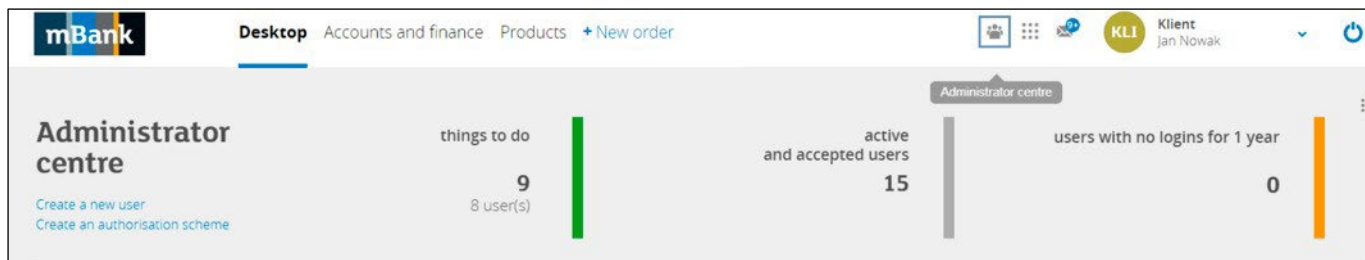
Who can delete a user?

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.

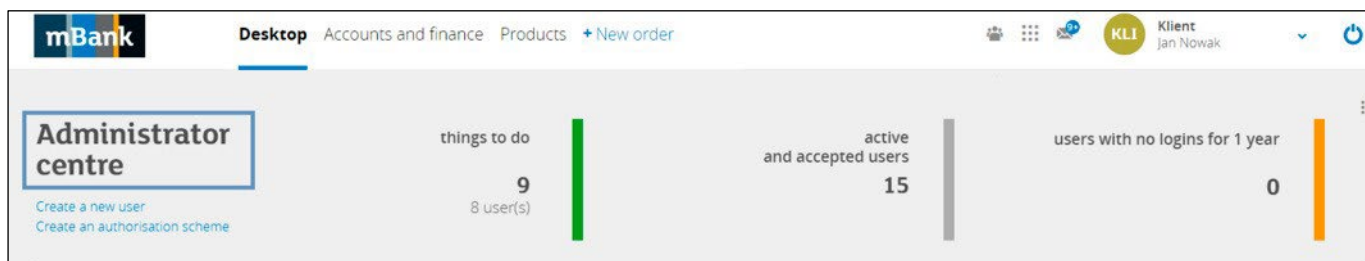
We will be glad to help you.

How to delete a user – step by step

1. Click on the “Administrator centre” icon in the top bar



or select the “Administrator centre” link in the widget in the “Desktop” tab.



2. Go to “Basic information”.

mBank Desktop Accounts and finance Orders Products +New order Klient Jan Nowak

Administrator centre

Administrator dashboard

User:

Selected criteria: [Clear to default](#)

Number of records 1 - 21 with 32 [Refresh](#)

<input type="checkbox"/>	Identifier / Status	Name	Name	Authorisation methods	Created	Last successful login date	Permission set
<input type="checkbox"/>	7***** Active	Karol	Nowak		12.04.2019		Accepted
<input type="checkbox"/>	1***** Active	Piotr	Nowak		11.04.2019		Accepted
<input type="checkbox"/>	6***** Active	Grzegorz	ADAM		13.02.2019		Accepted
<input type="checkbox"/>	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.

<input type="checkbox"/>	6***** Not active	Jan	Kowalski	30.10.2018	Not accepted
--------------------------	----------------------	-----	----------	------------	--------------

[Details](#) [Copy profile](#) [Modify permissions](#) [Delete](#)

If the user’s status is “Active”, he/she must be deactivated first. Click on “Deactivate”.

<input type="checkbox"/>	7***** Active	Karol	Nowak	12.04.2019	Accepted
--------------------------	------------------	-------	-------	------------	----------

[Details](#) [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

To remove the user, remove them from user group **GRUPA-16** and accept the changes first.

[Go to user groups](#)

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

The screenshot shows the mBank Administrator centre interface. At the top, there is a navigation bar with 'mBank' logo, 'Desktop', 'Accounts and finance', 'Orders', 'Products', and '+ New order'. On the right, there is a user profile for 'Klient Jan Nowak'. The main area is titled 'Administrator centre' and contains a search bar for users, a 'Selected criteria' section, and a table of users. The table has columns for 'Identifier / Status', 'Name', 'Name', 'Authorisation methods', 'Created', 'Last successful login date', and 'Permission set'. The user 'Piotr Nowak' is selected, and the 'Delete' button is highlighted with a red box.

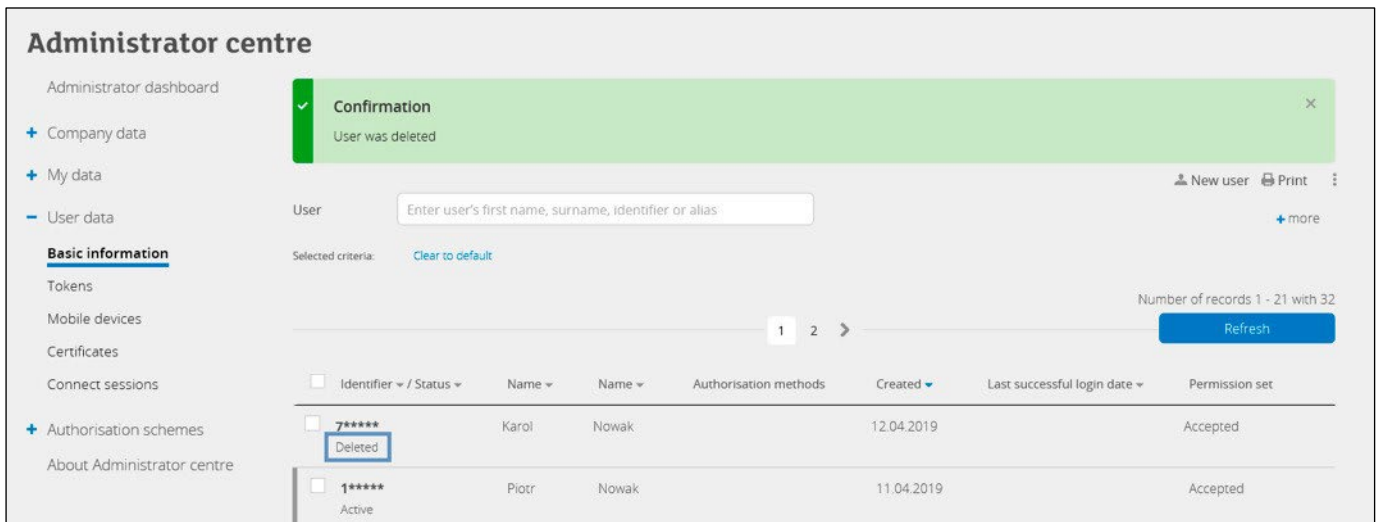
Identifier / Status	Name	Name	Authorisation methods	Created	Last successful login date	Permission set
<input type="checkbox"/> 7***** Not active	Karol	Nowak		12.04.2019		Accepted
<input checked="" type="checkbox"/> 1***** Active	Piotr	Nowak		11.04.2019		Accepted
<input type="checkbox"/> 6***** Active	Grzegorz	ADAM		13.02.2019		Accepted
<input type="checkbox"/> 2***** Active	Jan	Kowalski		31.01.2019		Accepted

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

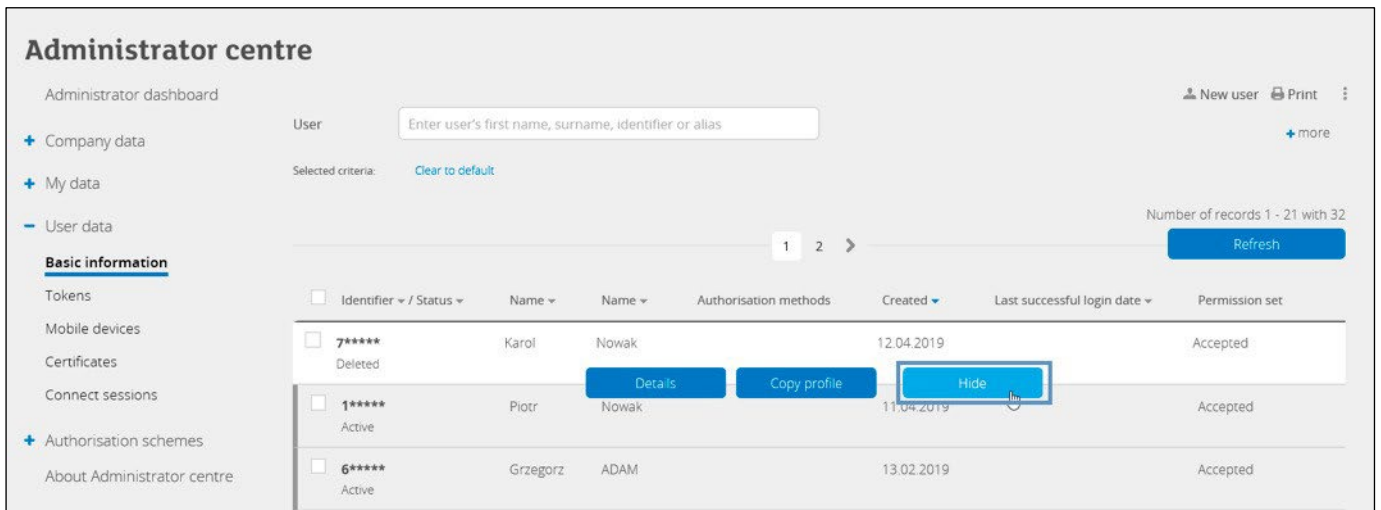
The screenshot shows a confirmation dialog box titled 'Do you wish to remove the user?'. The text inside the dialog says: 'The removed user will remain visible in the user list but you will not be able to reactivate them. Hiding a deleted user will make the user invisible in the system.' There are two buttons: 'Remove user' (highlighted with a red box) and 'Do not remove the user'.

7. The deleted user will be displayed on the list with the “Deleted” status.

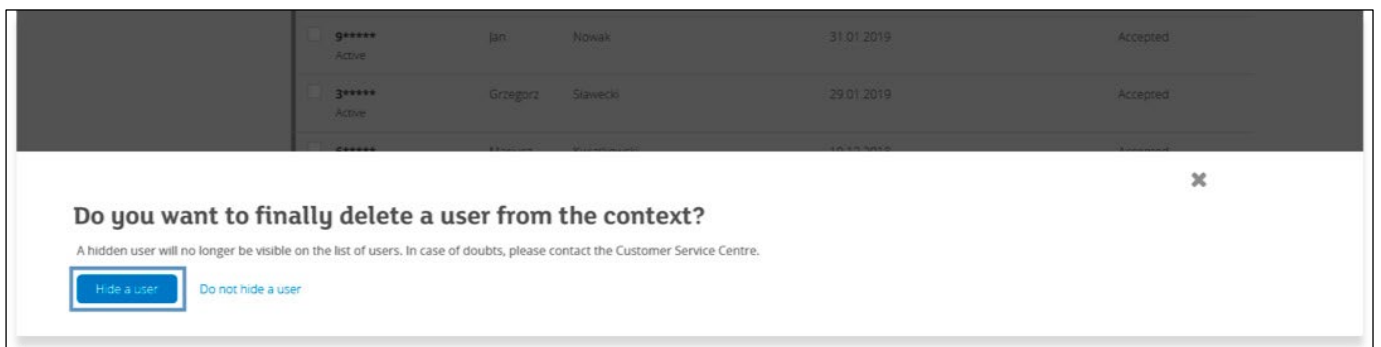
- The user cannot log in to your company or carry out any operations.
- However, for audit purposes, you still see that he/she once had access to the system.
- **The user loses all powers of attorney to authorize orders and FX products in the company within the mBank CompanyNet system.**
- If you do 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.



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



9. Confirm that you want to hide the user.



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