



Servicios Ciudadanos

External collaborators search & management.

USER GUIDE

División Sistemas y
Tecnologías de la Información

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1. EXTERNAL COLLABORATORS SEARCH

This system allows users to **change some of the information concerning external collaborators under their charge** using an application over the **Identity Management platform (GDI)**.

You can modify:

- “Account End Date” of external collaborators under their charge
- The External collaborator’s Company
- Immediate deactivation of an external collaborator’s account
- Inform that you’re not the supervisor

Additionally you can **filter** the list of external collaborators by end date or company name.

Finally, this user guide describes how the system can **modify the end date for all external collaborators with a single user request**.

The application is available at this URL:



<https://gdi.fcc.es/changeenddate/>

1.1. ACCESS TO “EXTERNAL COLLABORATORS SEARCH”

1. Go to: <https://gdi.fcc.es/changeenddate/>

2. The application detects your user account and asks for validation. The system automatically validates your Windows account and gives you access (sometimes it ask for your Windows’s user & password again).

Identity Management

External collaborator search

(name surname)

Filters

End date

From: dd/mm/yyyy

To: dd/mm/yyyy

Providers

Company: None

Filter

User	Expected end date	Company	Immediate leave	I am not the supervisor
Correo 10, Test	13-jun-2015	FCC, S.A.	<input type="checkbox"/>	<input type="checkbox"/>

Save changes

(Users marked in red will be disabled this midnigth)

1.1. ACCESS TO “EXTERNAL COLLABORATORS SEARCH”

3. “External collaborators” Users

If you do not have external collaborators under your charge, or if none of them have active accounts, or if you access with a No supervisor user, the application will show you this page.

Filters

End date

From: dd/mm/yyyy



To: dd/mm/yyyy



Providers

Company: None



Filter



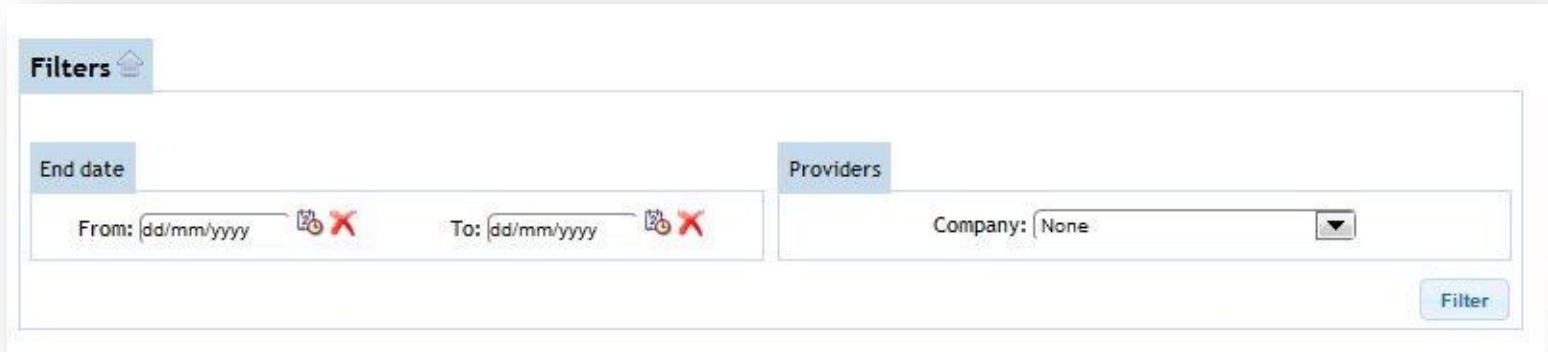
THERE ARE NO USERS

You do not have any dependant external collaborators.

If you think that you are watching this message by mistake, please contact
SDGDI_OIM@fcc.es

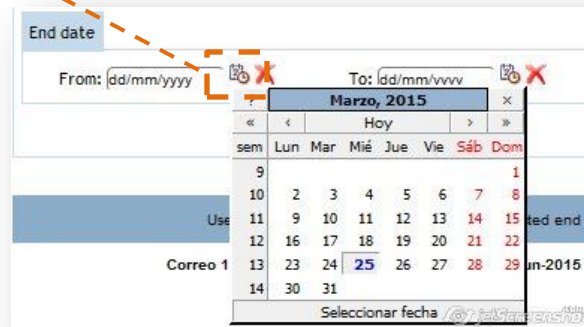
1.2. HOW TO USE “EXTERNAL COLLABORATORS SEARCH”

1.2.1 SEARCH FILTERS



The application allows filtering of 2 fields:

- **End Date**
 1. Select the end date. Complete the field “**From**” and “**To**”. Click on the calendar image and select the correct date.



1.2.1. SEARCH FILTERS

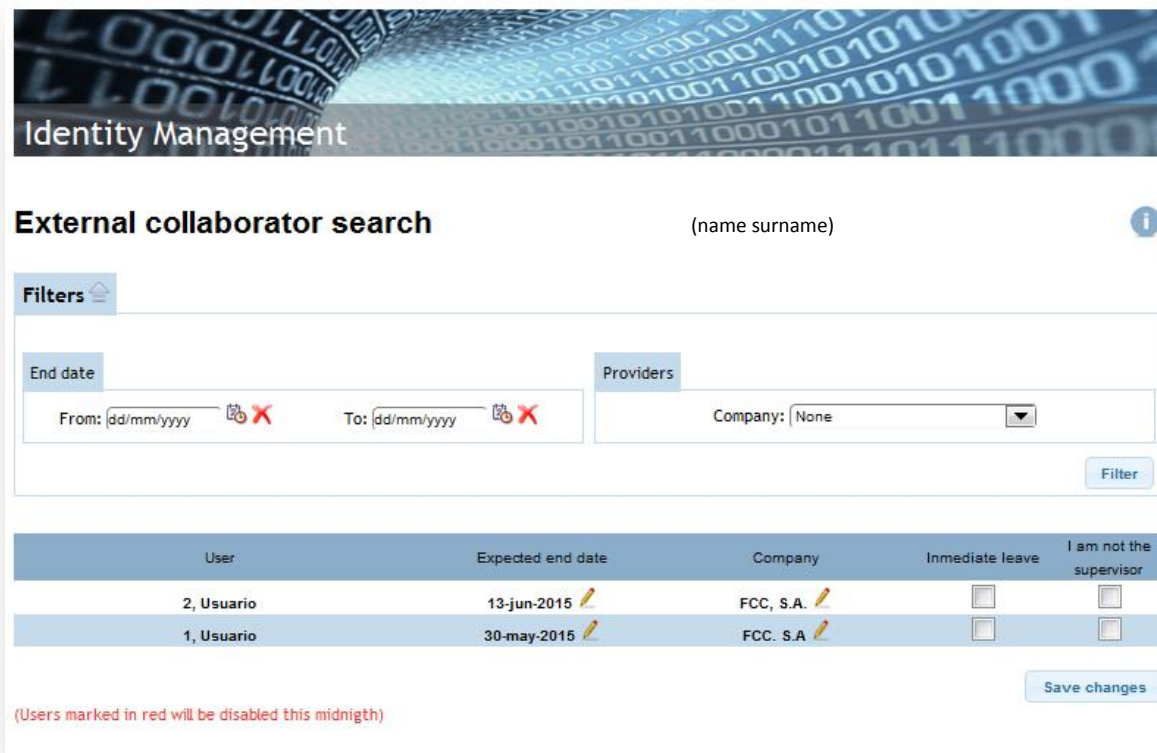
2. **It isn't necessary to select both dates.** If you change both dates the application will check that **"From"** is previous than **"To"**. Otherwise an error message will be shown and both fields will be marked in red.







3. **If you want to delete a date** click on **✖**, and you get the default value

1.2.1. SEARCH FILTERS

- If you select “**From**” 01/03/2015 “**To**” 31/03/2015 and click on “Filter” the application will show all users whose end date is March 2015.



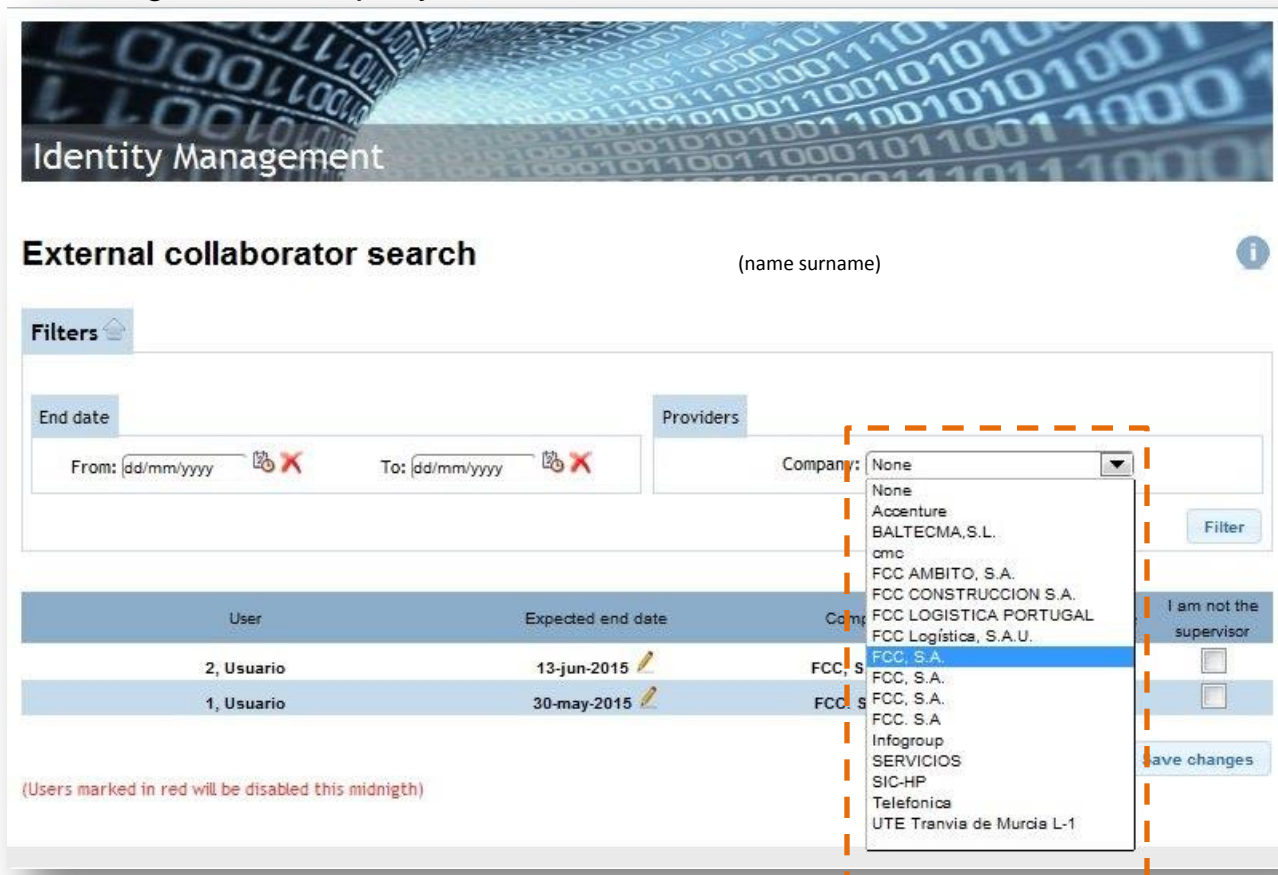
The screenshot shows the 'External collaborator search' interface. At the top, there is a header 'Identity Management' and a search bar for '(name surname)'. Below this is a 'Filters' section with two main categories: 'End date' and 'Providers'. Under 'End date', there are 'From' and 'To' date pickers, both currently showing 'dd/mm/yyyy' and marked as invalid with a red 'X'. Under 'Providers', there is a 'Company' dropdown menu currently set to 'None'. A 'Filter' button is located at the bottom right of the filter section. Below the filters is a table with the following data:

User	Expected end date	Company	Immediate leave	I am not the supervisor
2, Usuario	13-jun-2015 	FCC, S.A. 	<input type="checkbox"/>	<input type="checkbox"/>
1, Usuario	30-may-2015 	FCC, S.A. 	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the table area is a 'Save changes' button. A red note at the bottom left states: '(Users marked in red will be disabled this midnight)'. There is also an information icon (i) in the top right corner of the search area.

1.2.1. SEARCH FILTERS

- **Company**
 1. Select the dropdown and click on “Filter”. All external collaborators that belong to this company will be shown.



Identity Management

External collaborator search (name surname) ⓘ

Filters

End date
From: dd/mm/yyyy To: dd/mm/yyyy

Providers
Company:

User	Expected end date	Company
2, Usuario	13-jun-2015	FCC, S
1, Usuario	30-may-2015	FCC, S

(Users marked in red will be disabled this midnigth)

Company dropdown list:
None
Accenture
BALTECMA, S.L.
omc
FCC AMBITO, S.A.
FCC CONSTRUCCION S.A.
FCC LOGISTICA PORTUGAL
FCC Logística, S.A.U.
FCC, S.A.
FCC, S.A.
FCC, S.A.
FCC, S.A.
Infogroup
SERVICIOS
SIC-HP
Telefonica
UTE Tranvia de Murcia L-1

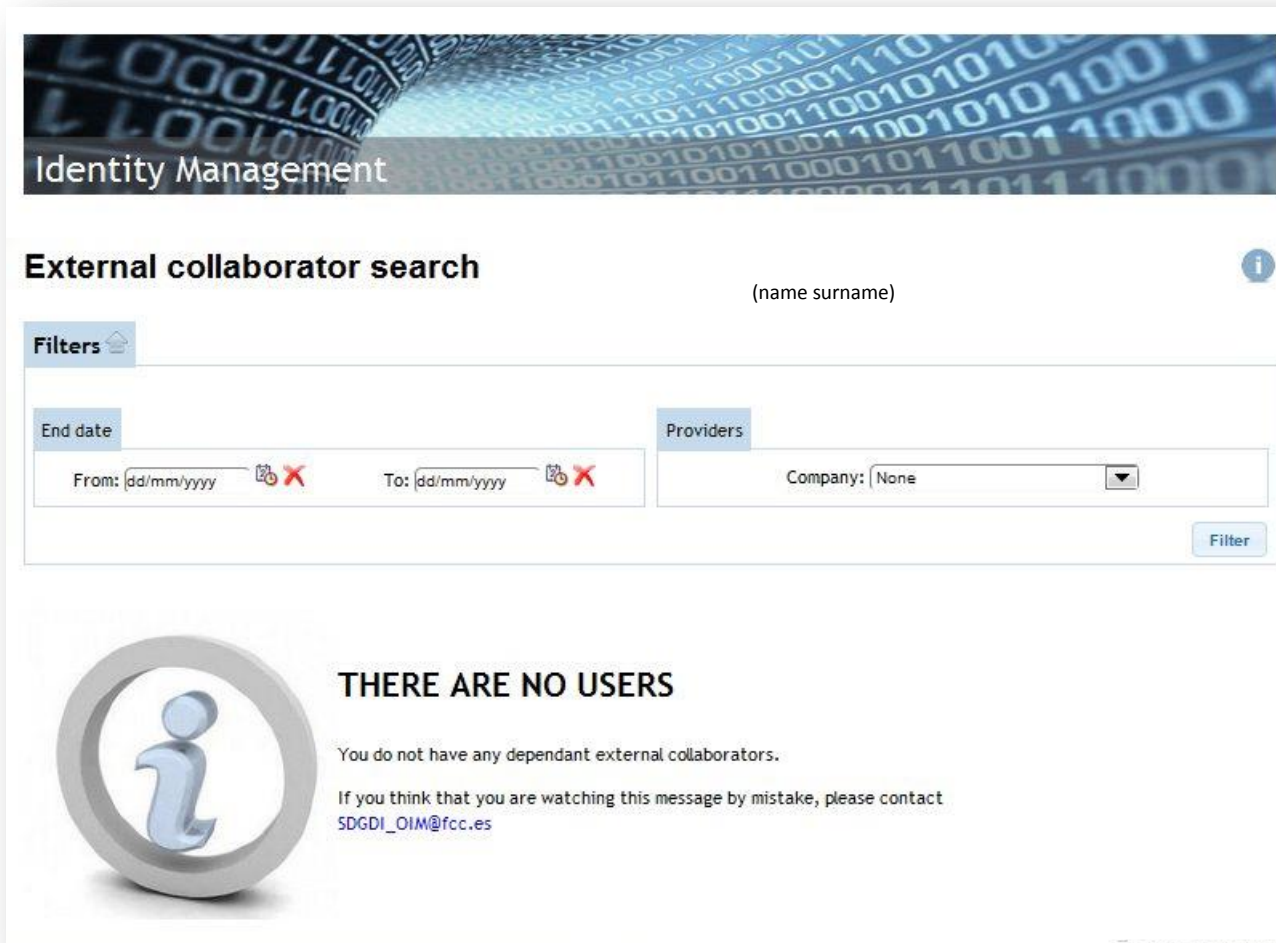
Filter

I am not the supervisor

Save changes

1.2.1. SEARCH FILTERS

If the filter is applied and there is no result the following message will be shown.













The screenshot displays the 'Identity Management' interface for 'External collaborator search'. The search criteria are set to '(name surname)'. Under the 'Filters' section, the 'End date' is set to 'From: dd/mm/yyyy' and 'To: dd/mm/yyyy', both with red 'X' icons indicating they are empty. The 'Providers' section shows 'Company: None' in a dropdown menu. A 'Filter' button is visible at the bottom right of the filter section. Below the search area, a large blue 'i' icon is shown next to the message: 'THERE ARE NO USERS'. The text below the icon reads: 'You do not have any dependant external collaborators. If you think that you are watching this message by mistake, please contact SDGDI_OIM@fcc.es'.

1.2.2. HOW TO EDIT “EXTERNAL COLLABORATORS SEARCH”

You can modify the data below for each external collaborator:


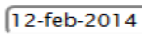

- End date
- Company
- Immediate deactivation
- Inform that you’re not the supervisor

User	Expected end date	Company	Immediate leave	I am not the supervisor
User1	12-feb-2014 	Sopra Group 	<input type="checkbox"/>	<input type="checkbox"/>
User2	10-mar-2014 	Telefonica 	<input type="checkbox"/>	<input type="checkbox"/>
User3	17-mar-2014 	Infogroup 	<input type="checkbox"/>	<input type="checkbox"/>
User5	27-feb-2014 	Setting 	<input type="checkbox"/>	<input type="checkbox"/>
User6	17-mar-2014 	UTE Tranvia de Murcia L-1 	<input type="checkbox"/>	<input type="checkbox"/>














[Save changes](#)

Changes will be applied when you click on the "**Save changes**" button .You can make one or more changes in one or more external collaborators before **Saving**.

1.2.2.1 EDIT END DATE

To change the end date you must click on . The image on the right is modified and looks like  . Click on the calendar image, and select the desired date.

NOTE: the new date shall be at least one day later than the current date and must not be later than a maximum of six months from that date, for example, if today is February 5, 2014, the earliest date that can be selected is 6 February 2014 and the latest will be August 5, 2014.

User	10-mar-2014  	Company	Inmediate leave	I am not the supervisor
User1	12-feb-2014 	Marzo, 2014 	<input type="checkbox"/>	<input type="checkbox"/>
User2	10-mar-2014 	<< < Hoy > >> 	<input type="checkbox"/>	<input type="checkbox"/>
User3	17-mar-2014 	Lun Mar Mié Jue Vie Sáb Dom 	<input type="checkbox"/>	<input type="checkbox"/>
User5	27-feb-2014 	1 2 	<input type="checkbox"/>	<input type="checkbox"/>
User6	17-mar-2014 	3 4 5 6 7 8 9 	<input type="checkbox"/>	<input type="checkbox"/>
		10 11 12 13 14 15 16 17 18 19 20 21 22 23 		
		24 25 26 27 28 29 30		
		31		

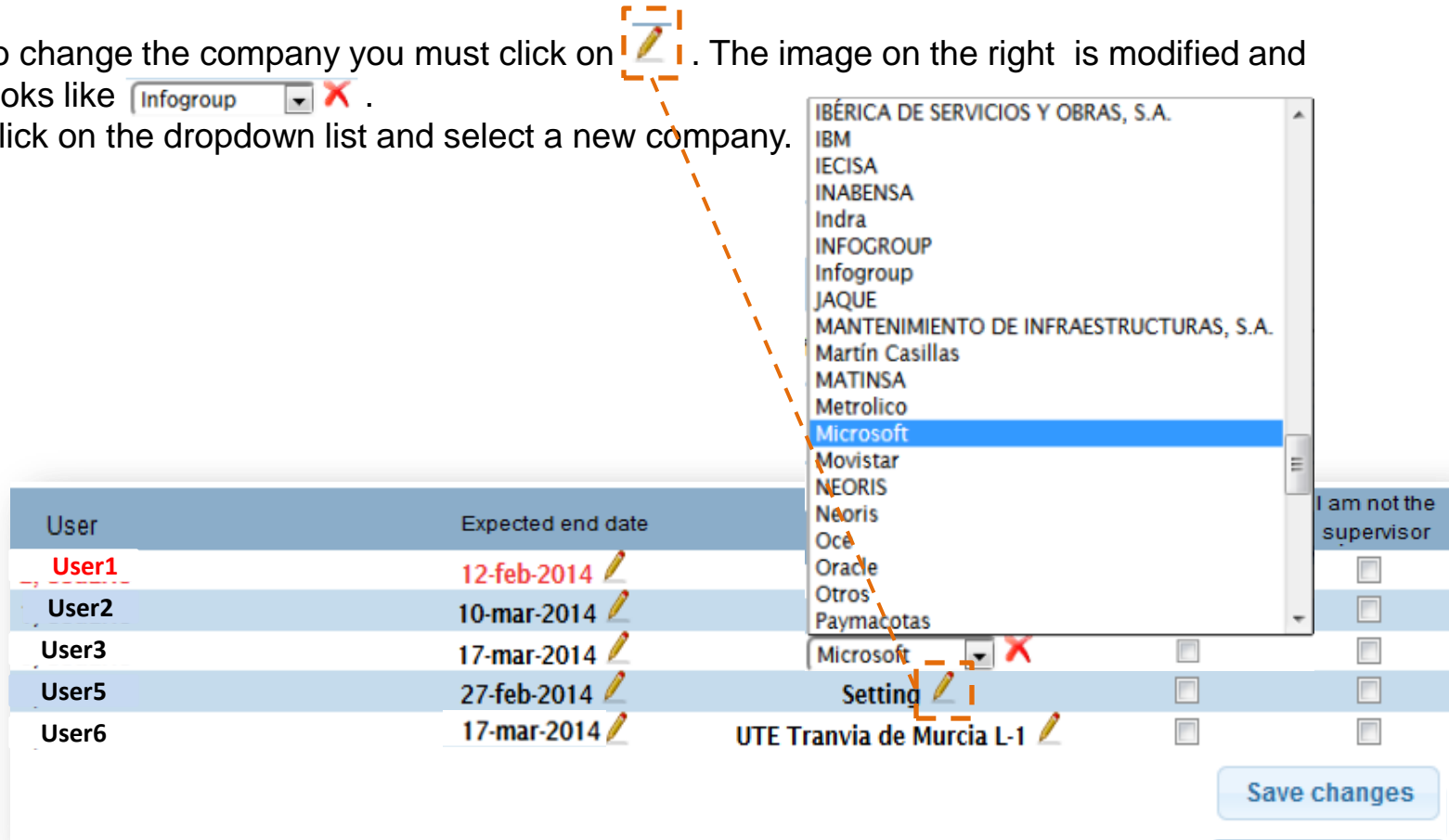
[Save changes](#)

Seleccionar fecha

You can restore the previous date by clicking on .

1.2.2.2 EDIT COMPANY

To change the company you must click on . The image on the right is modified and looks like . Click on the dropdown list and select a new company.













The screenshot shows a table with columns for 'User', 'Expected end date', and 'Setting'. A dropdown menu is open over the 'Setting' column, listing various companies. The 'Microsoft' option is highlighted. A red 'X' icon is visible next to the 'Microsoft' dropdown arrow. A 'Save changes' button is located at the bottom right of the interface.

User	Expected end date	Setting	I am not the supervisor
User1	12-feb-2014	Microsoft	<input type="checkbox"/>
User2	10-mar-2014	Microsoft	<input type="checkbox"/>
User3	17-mar-2014	Microsoft	<input type="checkbox"/>
User5	27-feb-2014	Microsoft	<input type="checkbox"/>
User6	17-mar-2014	UTE Tranvia de Murcia L-1	<input type="checkbox"/>

You can restore the previous date by clicking c  .











1.2.2.3 INMEDIATE DEACTIVATION

For immediate deactivation just mark the check box alongside the external collaborator

User	Expected end date	Company	Inmediate leave	I am not the supervisor
User1	7-mar-2014 	Sopra Group 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User2	10-mar-2014 	Telefonica 	<input type="checkbox"/>	<input type="checkbox"/>
User3	17-mar-2014 	Infogroup 	<input type="checkbox"/>	<input type="checkbox"/>
User5	27-feb-2014 	Setting 	<input type="checkbox"/>	<input type="checkbox"/>
User6	17-mar-2014 	UTE Tranvia de Murcia L-1 	<input type="checkbox"/>	<input type="checkbox"/>

[Save changes](#)

After clicking on “**Save changes**” the external collaborator will be marked in red and “**Expected end date**” will be changed to the actual date. The user’s accounts will be deactivated at midnight.











User	Expected end date	Company	Inmediate leave	I am not the supervisor
User1	12-feb-2014 	Sopra Group 	<input type="checkbox"/>	<input type="checkbox"/>
User2	10-mar-2014 	Telefonica 	<input type="checkbox"/>	<input type="checkbox"/>
User3	17-mar-2014 	Infogroup 	<input type="checkbox"/>	<input type="checkbox"/>
User5	27-feb-2014 	Setting 	<input type="checkbox"/>	<input type="checkbox"/>
User6	17-mar-2014 	UTE Tranvia de Murcia L-1 	<input type="checkbox"/>	<input type="checkbox"/>

(Users marked in red will be disabled this midnigth)

[Save changes](#)

1.2.2.4 SUPERVISOR CHANGE

If you are not the supervisor of an external collaborator in the list you must tick the checkbox under “**I am not the supervisor**”.

User	Expected end date	Company	Immediate leave	I am not the supervisor
User1	12-feb-2014 	Sopra Group 	<input type="checkbox"/>	<input type="checkbox"/>
User2	10-mar-2014 	Telefonica 	<input type="checkbox"/>	<input type="checkbox"/>
User3	17-mar-2014 	Infogroup 	<input type="checkbox"/>	<input type="checkbox"/>
User5	27-feb-2014 	Setting 	<input type="checkbox"/>	<input type="checkbox"/>
User6	17-mar-2014 	UTE Tranvia de Murcia L-1 	<input type="checkbox"/>	<input type="checkbox"/>

[Save changes](#)

This option is incompatible with any of the other changes, so if any other change has been marked they will be reset to their initial values. When changes are saved, the external collaborator whose checkbox is marked will disappear from the list.

2. EXTERNAL COLLABORATORS MANAGEMENT

This feature gives the user the possibility to **extend the end date of the accounts of the external collaborators** using an application over **Identity Management platform (GDI)**.

The supervisor will receive an email notifying all his/her external collaborators whose end date is about to expire. The supervisor can access the application by clicking on the link in the email:

Reminder 30 days before the end date of external collaborators. By clicking on the link all external collaborators whose expiration date falls within 30 days are displayed.

Reminder 15 days before the end date of external collaborators. By clicking on the link all external collaborators whose expiration date falls within 15 days are displayed.

If the end date hasn't been modified before the deadline, the user collaborator account will be deactivated.

2. EXTERNAL COLLABORATORS MANAGEMENT

- Example of reminder email “30 days before the end date”

Caducidad de cuentas informáticas de colaboradores externos con fecha fin 27-02-2014

De: AdminSgdi@fcc.es
 Para:
 Fecha:

Estimado/a Nombre Apellido :

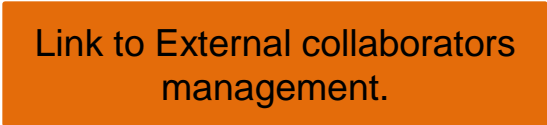
Le informamos que las cuentas del siguiente colaborador externo, del cual usted figura como su Responsable en FCC, van a ser deshabilitadas en un plazo de 30 días:

Nombre	Apellido 1	Apellido 2	Documento de Identidad	Employee ID	Sociedad	Fecha de Alta	Fecha de Fin de Contratación
Usuario	6		12345678X	E101502	Setting	17-01-2014	27-02-2014
Usuario	1.		12345678X	E101860	Setting	17-01-2014	27-02-2014

- **GESTIÓN DE COLABORADORES EXTERNOS:** para la gestión de las cuentas recibidas acceda a [Gestión colaboradores externos](#). Desde aquí podrá solicitar una ampliación de la "Fecha Fin del Servicio" o realizar la baja inmediata.
 (*) **NOTA:** En el caso de que usted no sea el responsable de algún usuario externo le rogamos que nos lo comunique accediendo al link anterior.
- **DESHABILITACIÓN DE LAS CUENTAS:** Si en un plazo de 15 días usted no ha realizado modificación alguna a través de la aplicación, se le remitirá un nuevo correo recordatorio para el plazo final de 15 días, tras el cual se deshabilitará al usuario (y el acceso a los recursos informáticos de la organización) de manera definitiva.

Muchas gracias por su colaboración.

Equipo de Gestión de Identidades.
 División de Sistemas y Tecnología de la Información.



Link to External collaborators management.

2. EXTERNAL COLLABORATORS MANAGEMENT

- Example of reminder email “15 days before the end date”

Recordatorio: Caducidad de cuentas informáticas de colaboradores externos con fecha fin 27-02-2014

De: AdminSgdi@fcc.es
Para:
Fecha:

Estimado/a Nombre Apellido :

Le RECORDAMOS que las cuentas del siguiente colaborador externo, del cual usted figura como su Responsable en FCC, van a ser deshabilitadas en un plazo de 15 días:

Nombre	Apellido 1	Apellido 2	Documento de Identidad	Employee ID	Sociedad	Fecha de Alta	Fecha de Fin de Contratación
Usuario	6		12345678X	E101502	Setting	17-01-2014	27-02-2014

- **GESTIÓN DE COLABORADORES EXTERNOS:** para la gestión de las cuentas recibidas acceda a [Gestión colaboradores externos](#). Desde aquí podrá solicitar una ampliación de la "Fecha Fin del Servicio" o realizar la baja inmediata.
(*) NOTA: En el caso de que usted no sea el responsable de algún usuario externo le rogamos que nos lo comunique accediendo al link anterior.
- **DESHABILITACIÓN DE LAS CUENTAS:** Si en un plazo de 15 días usted no ha realizado modificación alguna a través de la aplicación, se procederá a desactivar automáticamente las cuentas del usuario externo, deshabilitando todos sus accesos a los recursos informáticos de la organización.

Muchas gracias por su colaboración.

Equipo de Gestión de Identidades.
División de Sistemas y Tecnología de la Información.

Link to External collaborators management.

2.1. ACCESS TO “EXTERNAL COLLABORATORS MANAGEMENT”

1. Click on the email's link and you'll be redirected

2. The application detects your user account and asks for validation. The system automatically validates your Windows account and give you access (sometimes it ask for your Windows's user & password again).

Identity Management

External Collaborator Management

(name surname)



Filters

End date

From: dd/mm/yyyy



To: dd/mm/yyyy



Providers

Company: None

Filter

User	Expected end date	Company	Accept	Inmediate leave	Extension (months)	I will decide later	I am not the supervisor
					1 2 3 4 5 6		
1, Usuario	Apr 2, 2015	FCC. S.A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/> 2	<input type="radio"/>	<input type="radio"/>

See all my externals

Save changes

2.1. ACCESS TO “EXTERNAL COLLABORATORS MANAGEMENT”

3. “External collaborators” Users

If you do not have external collaborators under your charge, or if none of them have active accounts, or if you access with a No supervisor user, the application will show you this page.

Filters

End date

From: dd/mm/yyyy



To: dd/mm/yyyy



Providers

Company: None



Filter



THERE ARE NO USERS

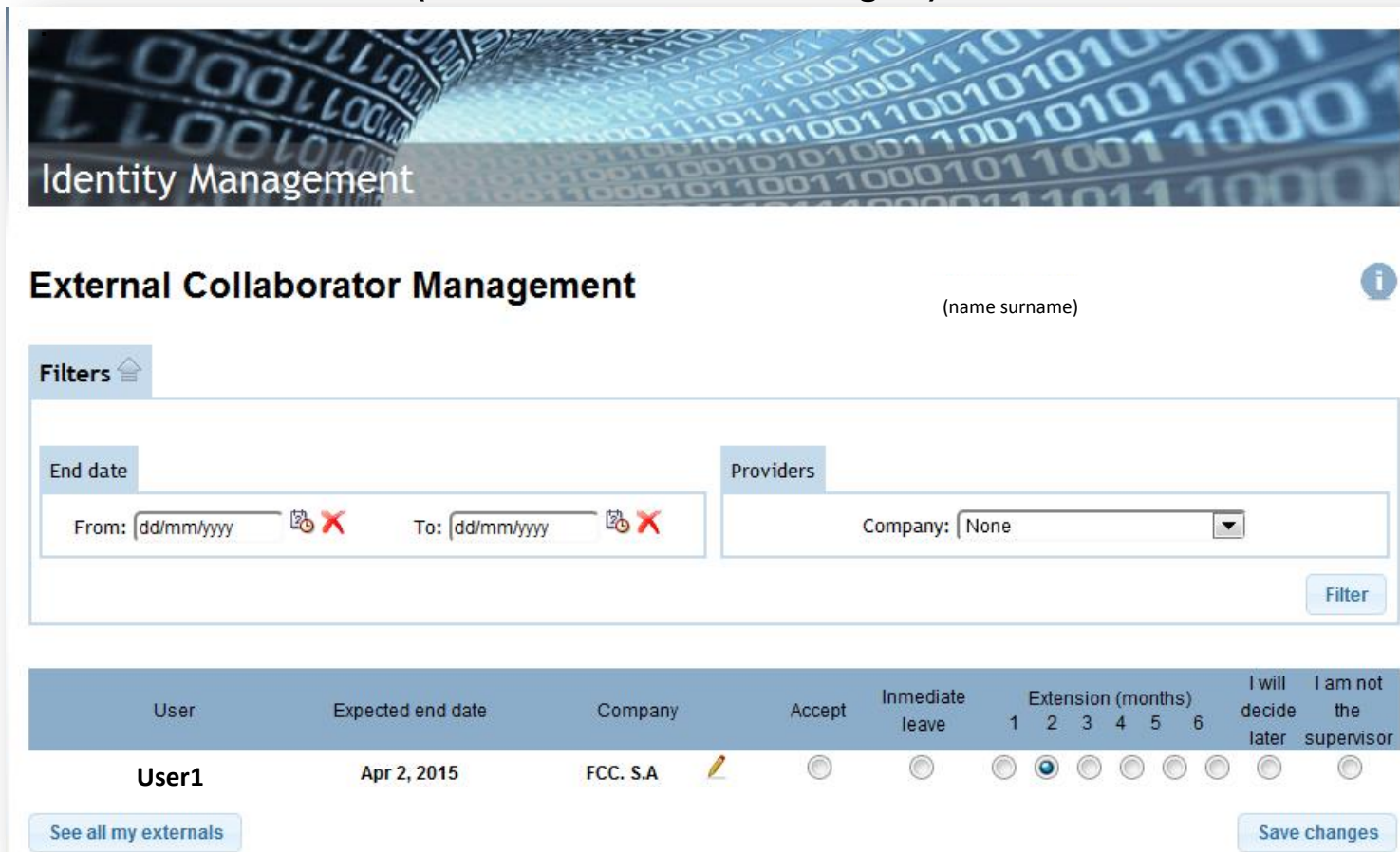
You do not have any dependant external collaborators.

If you think that you are watching this message by mistake, please contact
SDGDI_OIM@fcc.es

2.2. HOW TO USE “EXTERNAL COLLABORATORS MANAGEMENT”

2.2.1 SEARCH FILTERS

The application allows filtering by the same fields as in the application “External collaborators search” (see 1.2.1. Search filter. Page 6)



Identity Management

External Collaborator Management (name surname) i

Filters ⌵

End date

From: 🗑️ ✖️ To: 🗑️ ✖️

Providers

Company: ▼

Filter

User	Expected end date	Company	Accept	Inmediate leave	Extension (months)	I will decide later	I am not the supervisor
					1 2 3 4 5 6		
User1	Apr 2, 2015	FCC. S.A ✎	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> 2	<input type="radio"/>	<input type="radio"/>


See all my externals Save changes

2.2.2 HOW TO EDIT EXTERNAL COLLABORATION INFORMATION

You can modify these data :

- Accept/I will decide later
- Extend end date
- Change company
- Immediate deactivation of external collaborators
- Inform that you´re not the supervisor

You can check all external collaborators by clicking on **“See all my externals collaborators”** button

User	Expected end date	Company	Accept	Immediate leave	Extension (months)	I will decide later	I am not the supervisor
User1	Apr 2, 2015	FCC. S.A 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/>	<input type="radio"/>

2.2.2.1 ACCEPT / I WILL DECIDE LATER

If you agree with the end date, check on the radio button below **“Accept”**. If you have accessed through the “30 days reminder email” you now won’t receive the “15 day reminder email”. Additionally, all users who have been **“accepted”** will disappear of the list after clicking on **“Save changes”**. You can check these users in the application “External collaborators search” .

User	Expected end date	Company	Accept	Immediate leave	Extension (months)	I will decide later	I am not the supervisor
1, Usuario	Apr 2, 2015	FCC. S.A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input checked="" type="radio"/>	<input type="radio"/>

If you’re not sure if the external collaborator must be deactivated or if the end date should be extended, check on the radio button below **“I will decide later”**.

2.2.2.2 EXTEND THE END DATE

If you want to extend the end date please select the desired value by clicking on the radio buttons below **“Extension (months)”**.

User	Expected end date	Company	Accept	Immediate leave	Extension (months)						I will decide later	I am not the supervisor
					1	2	3	4	5	6		
User6	12-mar-2014	Telefonica	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User5	04-mar-2014	Infogroup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User6	27-feb-2014	Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


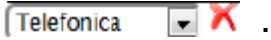
See all my externals Save changes

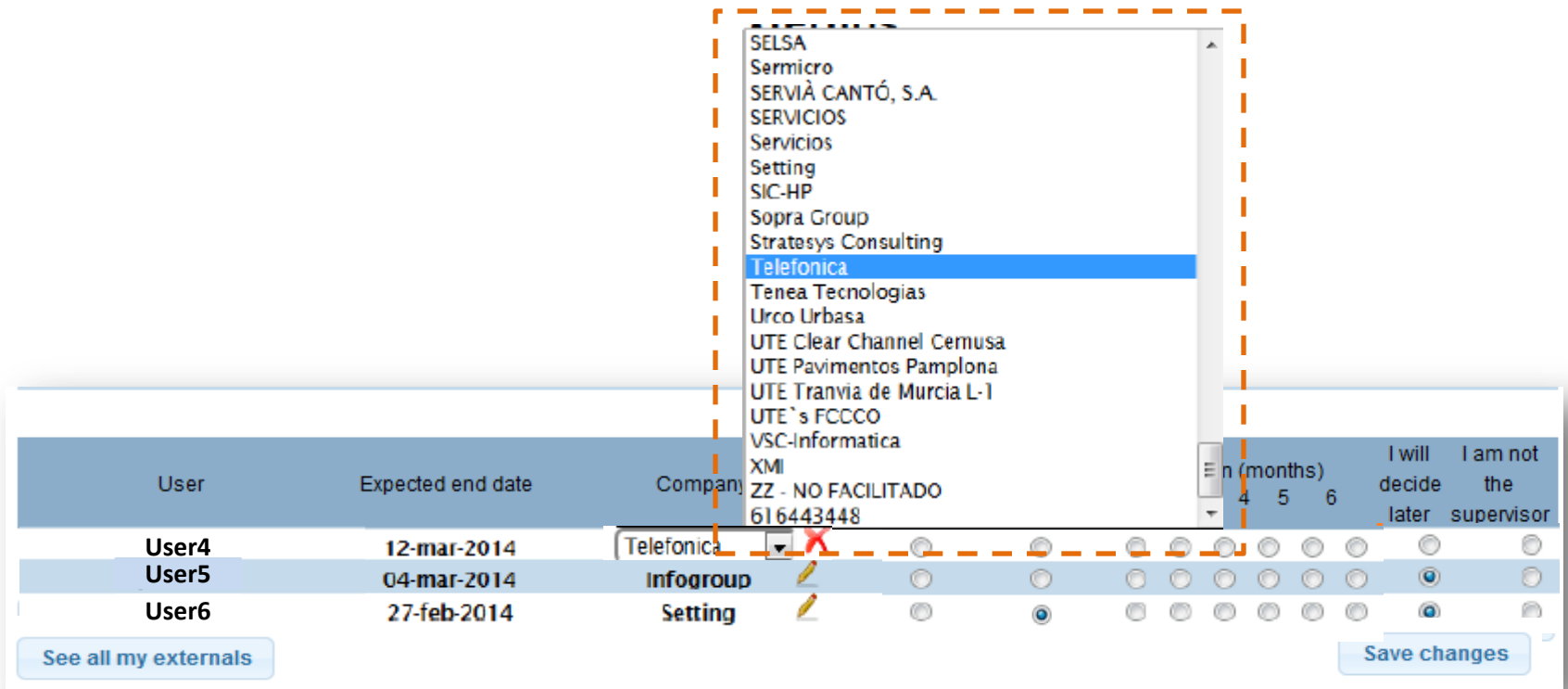
After clicking on “Save changes” **“Expected end date”** will be updated.

User	Expected end date	Company	Accept	Immediate leave	Extension (months)						I will decide later	I am not the supervisor
					1	2	3	4	5	6		
User6	12-mar-2014	Telefonica	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User5	04-mar-2014	Infogroup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User6	27-feb-2014	Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

See all my externals Save changes

2.2.2.3 EDIT COMPANY

To change the company you must click on . The image on the right is modified and looks like . Click on the dropdown and select a new company.



User	Expected end date	Company	En (months)	I will decide later	I am not the supervisor
User4	12-mar-2014	Telefonica	4	<input type="radio"/>	<input type="radio"/>
User5	04-mar-2014	Infogroup	5	<input type="radio"/>	<input checked="" type="radio"/>
User6	27-feb-2014	Setting	6	<input type="radio"/>	<input checked="" type="radio"/>

2.2.2.4 IMMEDIATE DEACTIVATION

You can deactivate an account immediately by checking the radio button below **“Immediate leave”**.

User	Expected end date	Company	Accept	Immediate leave	Extension (months)						I will decide later	I am not the supervisor
					1	2	3	4	5	6		
User6	12-mar-2014	Telefonica	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User5	04-mar-2014	Infogroup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User6	27-feb-2014	Setting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

See all my externals Save changes

After clicking on **“Save Changes”** the external collaborator disappear from the list .

2.2.2.5 SUPERVISOR CHANGE

If you are not the supervisor of any of the external collaborators, check the radio button below **“I am not the supervisor”**.

User	Expected end date	Company	Accept	Immediate leave	Extension (months)						I will decide later	I am not the supervisor
					1	2	3	4	5	6		
User6	12-mar-2014	Telefonica	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User5	04-mar-2014	Infogroup	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User6	27-feb-2014	Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

See all my externals Save changes

The application will show a confirmation message after clicking on **“Save Changes”**.

NOTE ✕

You have selected *I am not the supervisor* in one of the users.

By clicking *Save changes*, an email will be automatically sent to the Identity Management Team for revision and you will be responsible of this external no longer.

In addition, everything you have marked and modified previously in this external user will be restored. Do you wish to continue?

3. GENERAL ISSUES

Remember...

- 1. A reminder Email will be send 30 and 15 days before the end date of the account of the external collaborators.**

If the supervisor modifies or accepts the end date before the 15 day reminder is due, the 15 day reminder email will not be send.

- 2. Immediate deactivation.**

If you use the “**Immediate deactivation**” option, the end date will be updated to actual date.

- 3. Accept end date**

If you use accept the end date, no further reminders will be sent and the user will disappear off the imminent list.

- 4. Extend end date**

The end date can be extended from 1 to 6 months.