

Termination Form

TERMINATION

Employee: _____ Time & Date to Turn Off Accounts: _____

Disable Access (check all that apply)

Computer LogIn: <input type="checkbox"/>	Email: <input type="checkbox"/>	In/Out Board: <input type="checkbox"/>
eLeap <input type="checkbox"/>	Crafcu University: <input type="checkbox"/>	Center of Excellence: <input type="checkbox"/>
Quotewerks: <input type="checkbox"/>	RentMaster: <input type="checkbox"/>	RMS: <input type="checkbox"/>
SAP: <input type="checkbox"/>	Kronos: <input type="checkbox"/>	Ergon ECM: <input type="checkbox"/>
ESS: <input type="checkbox"/>	Track-It: <input type="checkbox"/>	

Forward Emails to: _____ Forward Desk Phone Number to: _____

Forward cell phone #: _____ Forward H Drive to: _____

Grant email access to: _____

Equipment to be Returned (check all that apply)

Docking Station: <input type="checkbox"/>	Extra A/C Adapter: <input type="checkbox"/>	Monitor: <input type="checkbox"/>
External USB Drive: <input type="checkbox"/>	Keyboard: <input type="checkbox"/>	Mouse: <input type="checkbox"/>
Laptop: <input type="checkbox"/>	Cellphone: <input type="checkbox"/>	Cell Phone Car Adapter: <input type="checkbox"/>

Special IT Needs / Notes

SIGN OFF

Manager: _____ Help Desk: _____

Ergon: _____ Marketing: _____

Accounting: _____

Cornelius Jackson Termination Form

Created: Nov 12, 2021 - 8:09AM by George Chavira

Hello

Effective immediately please terminate all access for Cornelius Jackson

Form is attached.

Thank you

A - Manager

George Chavira
Customer Support Manager

Office/Site: 480-505-8087

Ext: 8087


Fax: 480-961-0513

Crafco, Inc.
6165 W Detroit St
Chandler, AZ 85226
Main: 602-276-0406
shopcrafco.com
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email: george.chavira@crafco.com

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 Crafco

 IT-Termination-Form-Cornelius Jackson.pdf

Details

Assigned to Damion White	Priority Medium
Requester George Chavira	CC janet.keating@crafco.com, patty.good@crafco.com, Anna.Hubert@crafco.com, Dana.Doren@crafco.com
Site Crafco	Category Employee Forms
Subcategory Crafco Forms	Your IT Location? Crafco
Was this an after hours call? No	

Comments

Gloria Lamb • Nov 12, 2021 - 9:55AM

Changed password, notified account managers, George forwarded extension to Connie.

C - AD
Account not
Removed

Audit

Nov 17, 2021 - 4:33AM
Name is Cornelius Jackson Termination
'State' changed from 'Resolved' to 'Closed'

Nov 15, 2021 - 9:14AM
Incident resolved email for george.chavira@crafco.com was delivered. Response: 250 ok: Message 14461090 accepted.

Nov 15, 2021 - 9:14AM
Incident resolved email for George Chavira <george.chavira@crafco.com> was sent.

Nov 15, 2021 - 9:13AM • By Damion White
Name is Cornelius Jackson Termination Form
'State' changed from 'Assigned' to 'Resolved'.

Nov 15, 2021 - 9:13AM • By Damion White
'Resolution Code' is 'Solved_permanently'.
'Resolution' is 'completed'.

Nov 12, 2021 - 9:59AM
Incident commented email for janet.keating@crafco.com was opened.

Nov 12, 2021 - 9:55AM
Incident commented email for patty.good@crafco.com was delivered. Response: 250 ok: Message 12809459 accepted.

Nov 12, 2021 - 9:55AM
Incident commented email for dana.doren@crafco.com was delivered. Response: 250 ok: Message 12809457 accepted.

B - Timely not
ensured, AD
Account still
exist

Nov 12, 2021 - 9:55AM

Incident commented email for george.chavira@crafco.com was delivered. Response: 250 ok: Message 12809458 accepted.

Nov 12, 2021 - 9:55AM

Incident commented email for janet.keating@crafco.com was delivered. Response: 250 ok: Message 14408909 accepted.

Nov 12, 2021 - 9:55AM

Incident commented email for anna.hubert@crafco.com was delivered. Response: 250 ok: Message 12809456 accepted.

Nov 12, 2021 - 9:55AM

Incident commented email for damion.white@crafco.com was delivered. Response: 250 ok: Message 12809455 accepted.

Nov 12, 2021 - 9:55AM

Incident commented email for George Chavira <george.chavira@crafco.com> was sent.

Nov 12, 2021 - 9:55AM

Incident commented email for Damion White <damion.white@crafco.com> was sent.

Nov 12, 2021 - 9:55AM • By Gloria Lamb

Comment added 'Changed password, notified account managers, George forwarded extension to Connie.'

Nov 12, 2021 - 9:53AM • By Gloria Lamb

Name is Cornelius Jackson Termination Form

'Category' changed from 'Crafco Inbound Email' to 'Employee Forms'.

'Subcategory' is 'Crafco Forms'.

Nov 12, 2021 - 9:53AM

Incident changed email for damion.white@crafco.com was delivered. Response: 250 ok: Message 14408831 accepted.

Nov 12, 2021 - 9:53AM • By Gloria Lamb

Name is Cornelius Jackson Termination Form

'State' changed from 'New' to 'Assigned'.

'Assignee' changed from 'Crafco - IT All' to 'Damion White'.

Nov 12, 2021 - 9:53AM

Incident changed email for Damion White <damion.white@crafco.com> was sent.

Nov 12, 2021 - 8:13AM

Incident created email for gloria.lamb@crafco.com was opened.

Nov 12, 2021 - 8:10AM

Incident created email for damion.white@crafco.com was opened.

Nov 12, 2021 - 8:09AM

Incident created email for george.chavira@crafco.com was delivered. Response: 250 ok: Message 12806043 accepted.

Nov 12, 2021 - 8:09AM

Incident created email for gloria.lamb@crafco.com was delivered. Response: 250 ok: Message 12806042 accepted.

Nov 12, 2021 - 8:09AM

Incident created email for vera.horvath@crafco.com was delivered. Response: 250 ok: Message 14404077 accepted.

Nov 12, 2021 - 8:09AM

Incident created email for damion.white@crafco.com was delivered. Response: 250 ok: Message 14404076 accepted.

Nov 12, 2021 - 8:09AM

Incident created email for Damion White <damion.white@crafco.com>, Gloria Lamb <Gloria.Lamb@crafco.com>, Vera Horvath <vera.horvath@crafco.com> was sent.

Nov 12, 2021 - 8:09AM

Incident created email for George Chavira <george.chavira@crafco.com> was sent.

Nov 12, 2021 - 8:09AM

'Your IT Location?' is 'Crafco'.

Nov 12, 2021 - 8:09AM

Automation rule(s) ran: ["Crafco Set IT Location for Inbound Emails (id=126234)"]

Nov 12, 2021 - 8:09AM

File IT-Termination-Form-Cornelius Jackson.pdf uploaded

Nov 12, 2021 - 8:09AM

Cornelius Jackson Termination Form is created via Email.

'Name' changed from 'Cornelius Jackson Termination Form' to '4'.

'Description' is 'Hello Effective immediately please terminate all access for Cornelius Jackson Form is attached. Thank you George Chavira Customer Support Manager Office/Site: 480-505-8087 Ext: 8087 Fax: 480-961-0513 email: george.chavira@crafco.com Crafco, Inc. 6165 W Detroit St Chandler, AZ 85226 Main: 602-276-0406 shopcrafco.com crafco.com Review Us Online! Let us know how we did! Both the individual sending this e-mail and Crafco, Inc. intend that this electronic message be used exclusively by the individual or entity to which it is addressed. This message may contain information that is privileged or confidential and thereby exempt and protected from unauthorized disclosure under applicable law. If the reader of this message is not the intended recipient, be aware that any disclosure, dissemination, distribution or copying of this communication, or the use of its contents, is not authorized and is strictly prohibited. If you have received this communication and are not the intended recipient,...'.

'CC' changed from '[]' to 'janet.keating@crafco.com, patty.good@crafco.com, Anna.Hubert@crafco.com, Dana.Doren@crafco.com'.

'State' is 'New'.

'Site' changed from 'None' to 'Crafco'.

'Category' is 'Crafco Inbound Email'.

'Assignee' changed from '-1' to 'Crafco - IT All'.

'Requester' changed from '-1' to 'George Chavira'.

'Priority' is 'Medium'.