

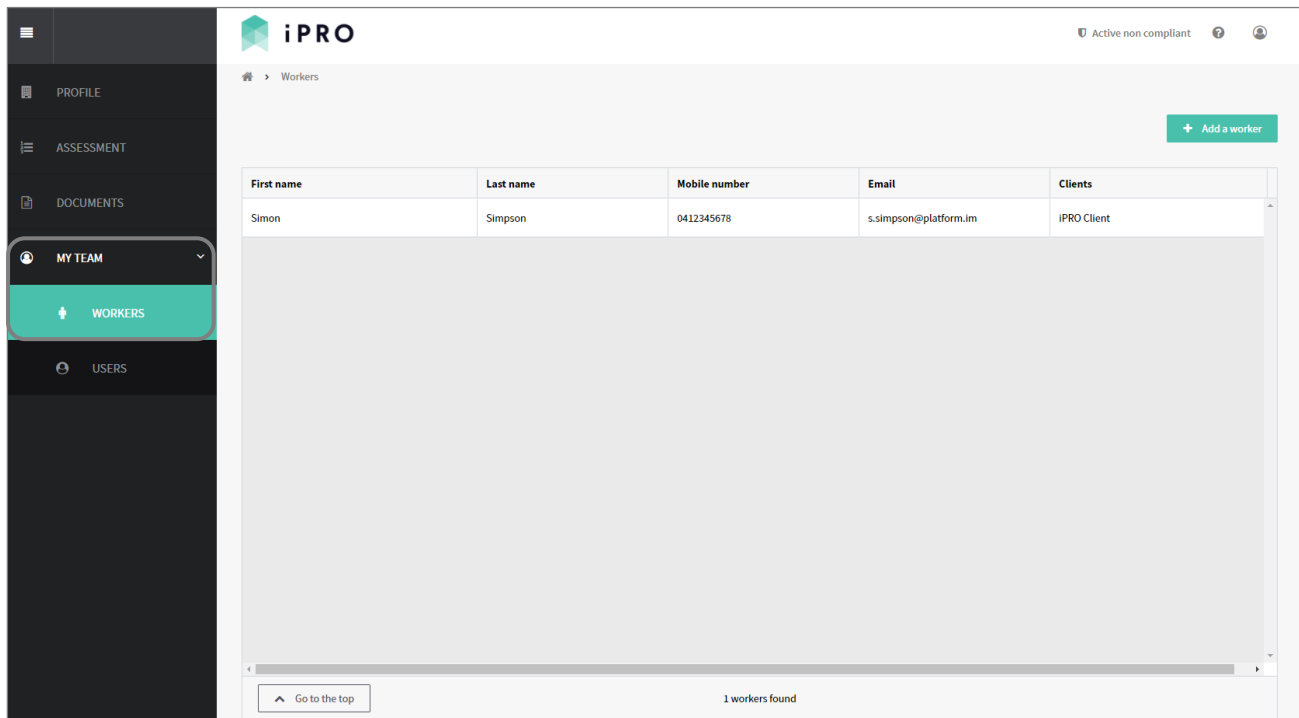
Delete Client Connection

Quick Tips

- Use this guide if you need to remove the worker's connection to the client or location.

Delete Client Connection

1. Click '**My team**' from the left hand navigation menu.
2. Click '**Workers**' from the left hand navigation menu (refer below).

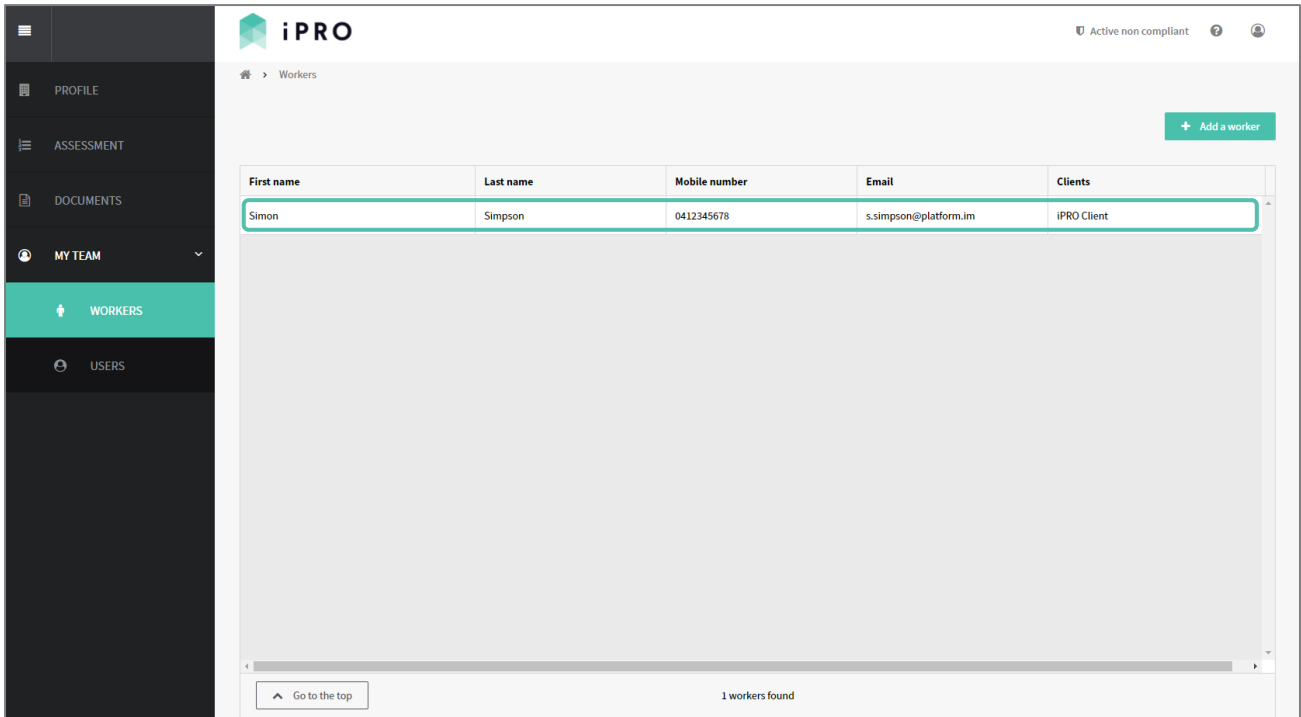


The screenshot shows the iPRO web application interface. On the left is a dark sidebar with a navigation menu. The 'MY TEAM' section is expanded, showing 'WORKERS' (highlighted in green) and 'USERS'. The main content area is titled 'Workers' and features a table with the following data:

First name	Last name	Mobile number	Email	Clients
Simon	Simpson	0412345678	s.simpson@platform.im	IPRO Client

Below the table, a large grey rectangular area is visible. At the bottom of the page, there is a 'Go to the top' button and a status message '1 workers found'. In the top right corner of the main area, there is a green button labeled '+ Add a worker'.

3. Select and click the worker to delete from the client association (refer below).

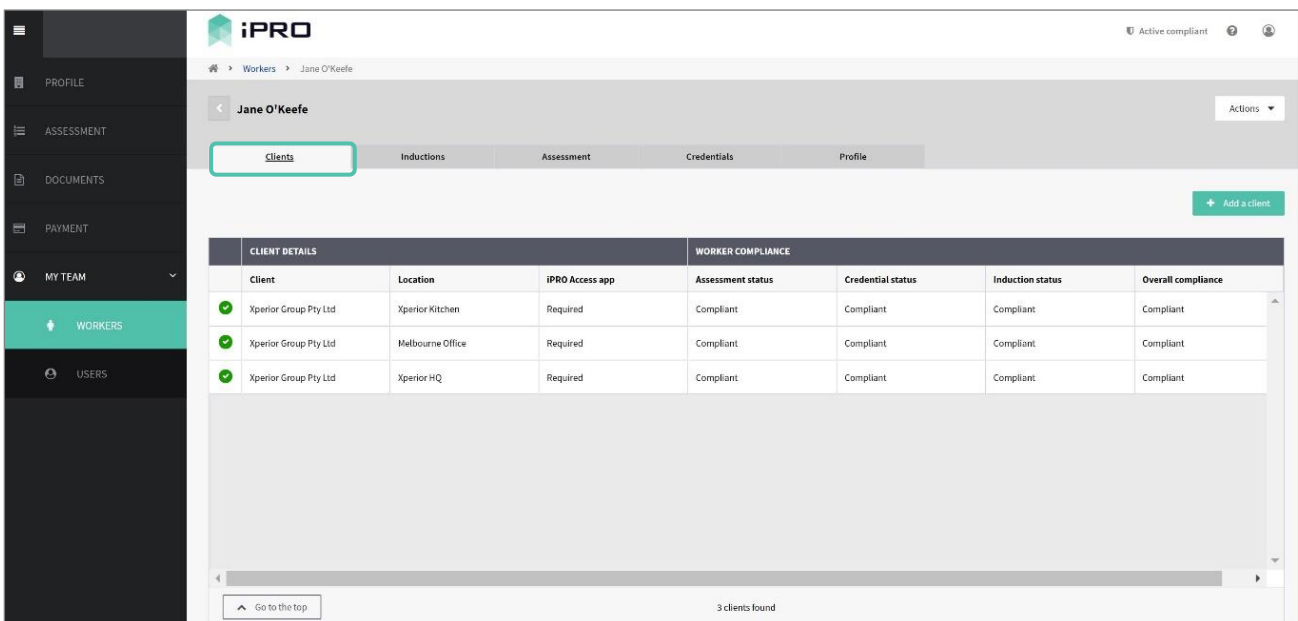


The screenshot shows the iPRO interface with the 'WORKERS' tab selected in the left sidebar. The main content area displays a table with the following data:

First name	Last name	Mobile number	Email	Clients
Simon	Simpson	0412345678	s.simpson@platform.im	iPRO Client

At the bottom of the table, it indicates '1 workers found' and includes a 'Go to the top' button.

4. Click 'Clients' tab (refer below).

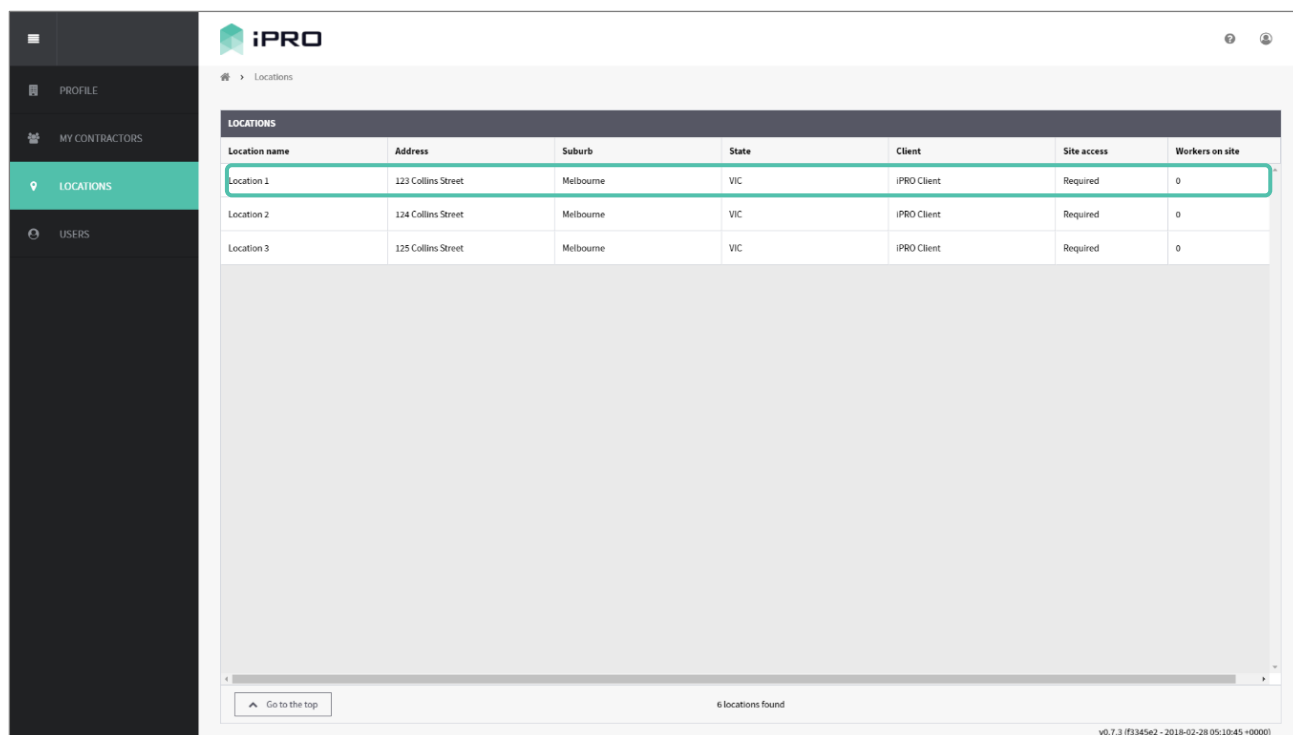


The screenshot shows the iPRO interface with the 'Clients' tab selected for Jane O'Keefe. The main content area displays a table with the following data:

CLIENT DETAILS			WORKER COMPLIANCE			
Client	Location	iPRO Access app	Assessment status	Credential status	Induction status	Overall compliance
Xperior Group Pty Ltd	Xperior Kitchen	Required	Compliant	Compliant	Compliant	Compliant
Xperior Group Pty Ltd	Melbourne Office	Required	Compliant	Compliant	Compliant	Compliant
Xperior Group Pty Ltd	Xperior HQ	Required	Compliant	Compliant	Compliant	Compliant

At the bottom of the table, it indicates '3 clients found' and includes a 'Go to the top' button.

5. Select and click the client location to delete (refer below).



Location name	Address	Suburb	State	Client	Site access	Workers on site
Location 1	123 Collins Street	Melbourne	VIC	iPRO Client	Required	0
Location 2	124 Collins Street	Melbourne	VIC	iPRO Client	Required	0
Location 3	125 Collins Street	Melbourne	VIC	iPRO Client	Required	0

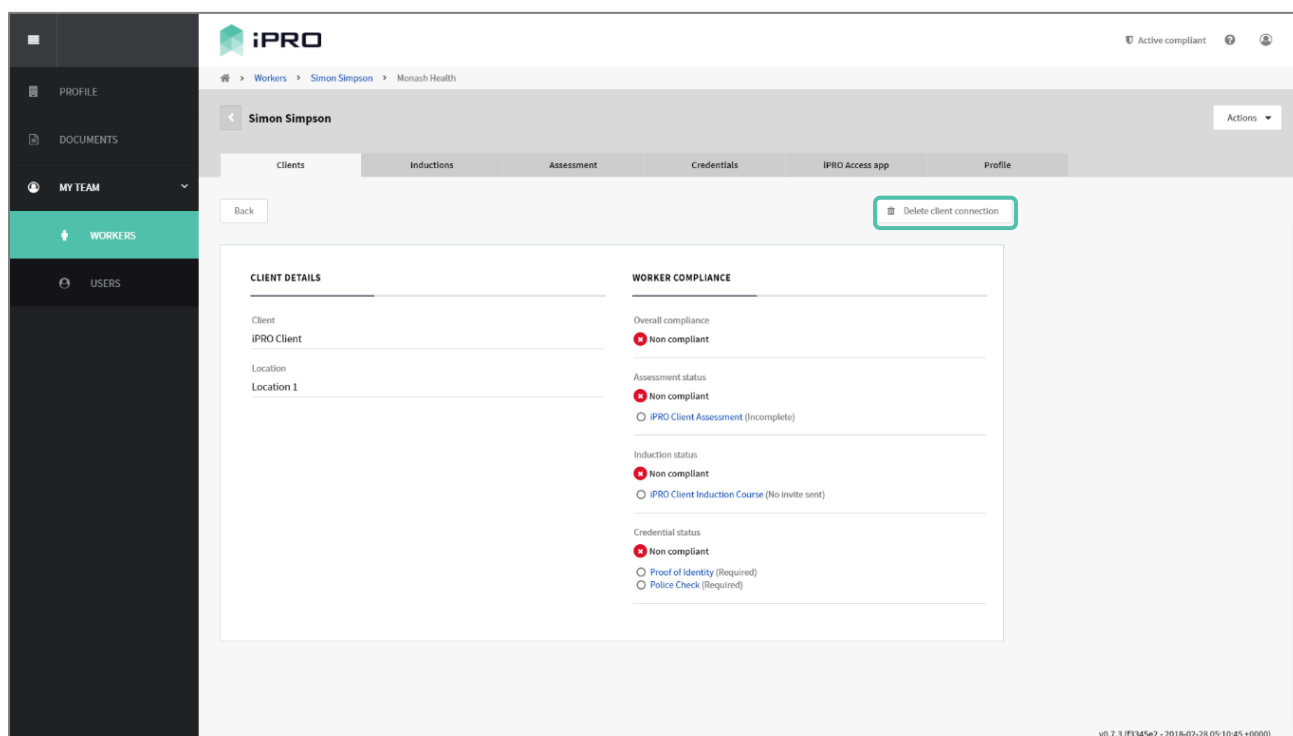
Go to the top

6 locations found

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6. The following screen will display.

7. Click 'Delete client connection' refer below.



Active compliant

Workers > Simon Simpson > Monash Health

Simon Simpson

Actions

Back

Delete client connection

CLIENT DETAILS

Client
iPRO Client

Location
Location 1

WORKER COMPLIANCE

Overall compliance
Non compliant

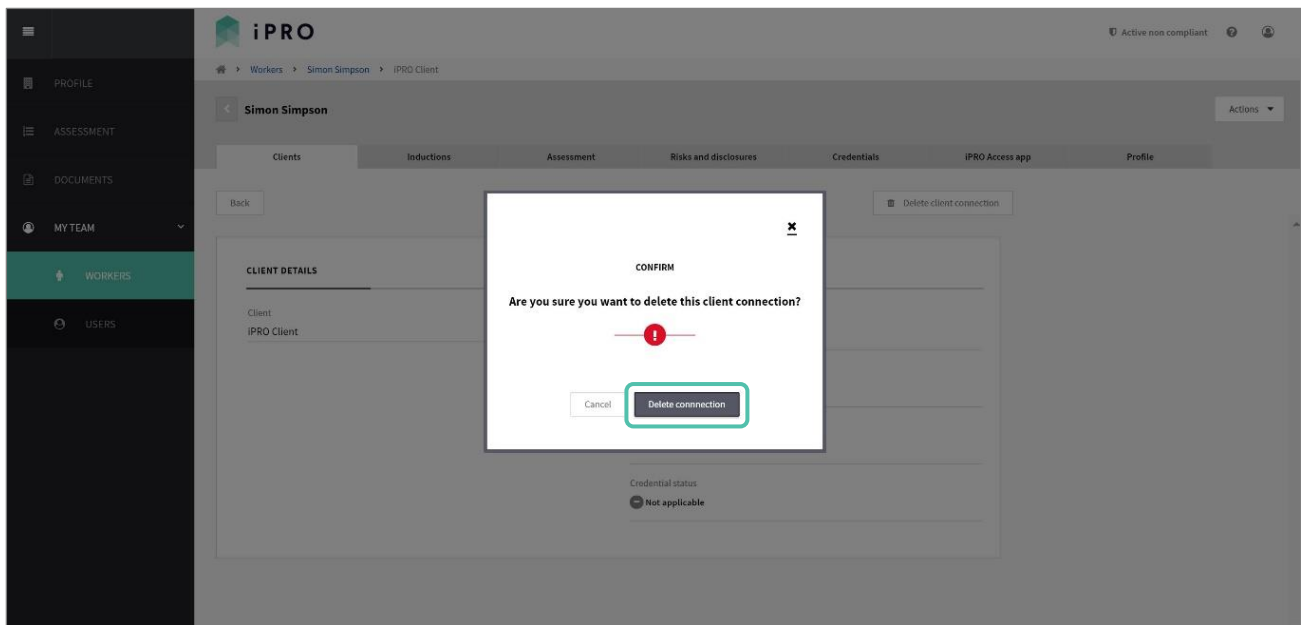
Assessment status
Non compliant
iPRO Client Assessment (Incomplete)

Induction status
Non compliant
iPRO Client Induction Course (No invite sent)

Credential status
Non compliant
Proof of Identity (Required)
Police Check (Required)

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8. You will be asked to confirm, click '**Delete connection**' (refer below).



9. The client connection is now deleted.

