

OSIS

**Unipass[®] Control
Centre
User Guide**

Version 1.3
30th August 2010

Overview:

The following pages describe the Unipass® Control Centre application available on our web pages (www.unipass.co.uk) for use by Unipass Controllers of Organisations with a status of 'Authorised' .

The Unipass® Control Centre has been developed to meet a real need expressed by Controllers to view their members' applications and certificate status details. Controllers require the ability to track the progress of applications and to view the status of individuals within their firms, particularly whether a 'live' certificate is held .

Additional functionality allowing the flagging of leavers and removal of their certificates will be equally welcomed by controllers. Perhaps the next most used facility will be the viewing of individuals listed, as required by the firm, and the ability to export these lists.

List of Facilities

Controllers will be provided with all or some of the following facilities for each Individual within their Organisation depending upon the status of the individual's records at that time:

- Approve\Reject\Change Applications
- Approve\Reject\Change Change of Details requests
- Request the Revocation of a Unipass
- Request the Reissue of a Unipass (Lost\Compromised)
- Request the Reactivation of a Unipass (non-collection)
- Request changes to an existing Unipass
- Request an Individual be removed from Wasp (Leavers)
- Add new Unipass Controllers
- Remove existing Unipass Controllers
- Additionally the Controller will be able to request:
 - Changes to an Organisation 's details
 - Change of Contract Owner details

Unipass[®] Control Centre

The Unipass[®] Control Centre is accessed by clicking on the Unipass[®] Controllers button in the Unipass home page at www.unipass.co.uk

To access the Control centre you must hold a valid Unipass[®] certificate and have a status of Unipass[®] Controller within the Unipass[®] Registration system. As a Unipass[®] Controller you will be provided with access to the Certificate and Application data held by Unipass[®] in regard to Individuals within your Organisation.





On entering the Control Centre a set of five tables will be displayed namely:

- Applications
- Changes
- Certificates
- Individuals
- Organisations

Facilities within these tables are as detailed in the following sections. Firstly however the following pages will show some of the features common to all of these tables:



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The screenshot shows the Unipass Control Centre interface. At the top, there is a navigation menu with links for Home, About Unipass, Apply now, My Toolbox, Help, and Control Centre. The main header area features the Unipass logo and the text 'Unipass Control Centre'. Below this, there is a sidebar with a list of menu items: Applications (selected), Changes, Certificates, Individuals, and Organisation. The main content area is titled 'Aviva Life Services UK Limited' and contains instructions for reviewing applications. A table lists three applications with columns for checkboxes, Forename, Surname, Email Address, Post Code, Certificate Type, Request Date, and Requested Controls. The table shows three entries for 'Jagrut', 'Carl', and 'Ravishankar V K'. At the bottom of the page, there is a footer with copyright information and various policy links.

Please review your Unipass holders regularly (By clicking on the Individuals link) and mark any leavers.

home · control centre · applications

Aviva Life Services UK Limited

Applications is a list of all applications received from individuals within your organisation.

To approve a number of applications select the appropriate records and click Approve.

To approve/reject/amend an application double click on the appropriate line and complete the details on the next screen.

Approve

	Forename	Surname	Email Address	Post Code	Certificate Type	Request Date	Requested Controls
<input type="checkbox"/>	Jagrut	Surendranath	jagrut.surendranath@aviva.co.uk	YO90	1UU/IT Support	29/03/2010	Eamonn McGrath
<input type="checkbox"/>	Carl	Tutill	carl.tutill@aviva.co.uk	YO90	1UU/IT Support	10/12/2009	Jim Manka-Taylor
<input type="checkbox"/>	Ravishankar	V K	Ravi.Shankar-uk@aviva.co.uk	YO90	1UU/IT Support	18/01/2010	Jim Manka-Taylor

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Applications

When an individual applies for a Unipass[®] they must select a Unipass[®] Controller from within their Organisation to approve their application.

This table displays details of all application for your Organisation which are awaiting such approval. If more than one Unipass[®] Controller is in place within your Organisation the list will be sorted with applications assigned to you displayed at the top of the table. However as a Unipass[®] Controller you will have the ability to approve, reject or change any of the applications displayed.



To **Approve** an application you can:

- a) Highlight a single application on the list and click the Approve button or to select multiple applications for approval you can either:
- b) Double Click an individual application on the list. In both instances the 'Actions Required – Applications page (below) will be displayed showing the full application details. To approve the application click on the Approve button at the bottom of the screen.

In all of the above instances clicking the **Approve** button will automatically approve the application(s) on the Unipass registration system and issue a collection email(s) to the applicant(s) advising them that their Unipass[®] is available for collection. All approved applications will be removed from the displayed table as it refreshes.

To **Reject** an application or **Change** an application’s details:
 Double click an individual application on the list. In both instances the ‘Actions Required – Applications page (below) will be displayed showing the full application details.



To **Reject** an application:

Click on the Reject button at the bottom of the screen to display the ‘Confirm Rejection’ page (below). You then have the opportunity to notify Unipass if the applicant has left your Organisation or if not if you wish Unipass® to notify the applicant of the rejection. Clicking the Reject button at the bottom of the page will automatically reject the application on the Unipass® registration system and depending on the options chosen above may flag the applicant as a Leaver or issue an application rejection email to the applicant.



The screenshot displays the Unipass Control Centre interface. At the top, there is a navigation menu with links for Home, About Unipass, Apply now, My Toolbox, Help, and Control Centre. The main header area features the Unipass logo and the text 'Unipass Control Centre'. Below this, there is a sidebar with a list of menu items: Applications, Changes, Certificates, Individuals, and Organisation. The main content area is titled 'Confirm Rejection' and contains the following text:

Is the reason you are rejecting this application because the individual has left / is leaving your company ?

If you respond Yes, and the individual has at any time held a Unipass, we shall notify organisations subscribing to our leavers service that the individual has left / is leaving. To show or hide a list of these organisations, please click [here](#).

We recommend that you answer No if the individual is merely going on extended leave, e.g. maternity, sabbatical.

No Yes

If the individual has ~~NOT~~ left your company would you like us to send them an email on your behalf informing them that their application has been rejected? Bear in mind that if you opt for this email to not be sent then the individual will be unaware of the rejection.

No Yes

Click the **Reject** button once again to proceed with the rejection.

Reject Cancel

To **Change and Approve** an application:

Enter the changes required to the application and click on the Change button at the bottom of the screen to display the 'Send Confirmation Email?' page (below). You then have the opportunity to notify Unipass[®] if you wish Unipass[®] to issue an email(s) confirming the changes to the applicant and/or to yourself. Clicking the Change button at the bottom of this page will automatically change the application details on the Unipass[®] registration system and a collection email will be issued to the applicant advising them that their Unipass[®] (containing any certificate changes you entered above) is available for collection.

The screenshot shows a web interface for managing user details. On the left is a navigation menu with 'Applications', 'Changes', 'Certificates', 'Individuals', and 'Organisation'. The main content area is titled 'change' and contains a form with the heading 'Please enter the required changes only'. The form is organized into two columns: 'Original Details' and 'Amended Details'. Fields include 'Forename' (Tommy), 'Surname' (Browsestest), 'Email Address' (ttopping@unipass.co.uk), 'Telephone Number' (01314515181), 'Mobile Number' (02155554444), 'Work Post Code' (EH14 4AP), and 'Certificate Type' (Business Support). Below the form, there is a section 'Send Confirmation Email?' with checkboxes for 'Yourself' and 'Applicant', and 'Change' and 'Cancel' buttons. The footer contains copyright information for Unipass and various policy links.

	Original Details	Amended Details
Forename	Tommy	Tommy
Surname	Browsestest	BrowsestestAgain
Email Address	ttopping@unipass.co.uk	ttopping@unipass.co.uk
Confirm Email Address		
Telephone Number	01314515181	01314515181
Mobile Number	02155554444	02155554444
Work Post Code	EH14 4AP	EH14 4AP
Certificate Type	Business Support	Business Support

Send Confirmation Email ?
Would you like to send a confirmation email to yourself and/or the applicant ?
 Yourself Applicant

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Certificates

This table displays a list of all live Unipass[®] certificates held by Individuals on behalf of your Organisation. As a Unipass[®] Controller you will have the ability to request a certificate be revoked, revoked and reissued (with the same details) or revoked and reissued with changed details.



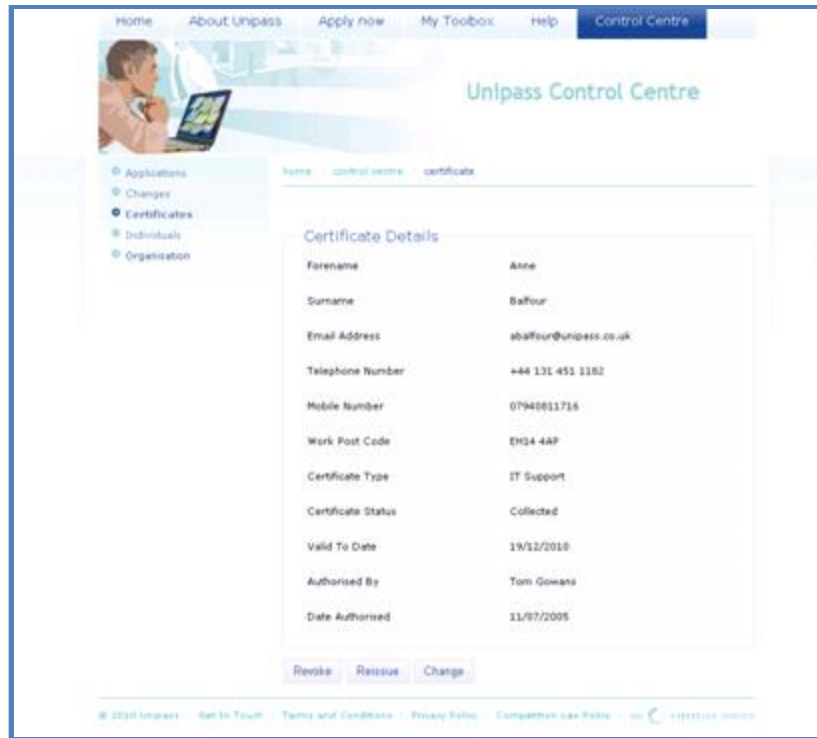
The screenshot shows the 'Unipass Control Centre' interface. At the top, there is a navigation menu with 'Home', 'control-centre', and 'certificates'. Below the menu, there is a section titled 'ORIGO SECURE INTERNET SERVICES' with a description: 'Certificates is a list of all individuals within your organisation who hold a Unipass certificate.' It also lists actions that can be performed by double-clicking on an individual: flag the individual as a leaver, request revocation of their Unipass, request a reissue of their Unipass (with identical details), and request a reissue of their Unipass (with changed details).

Below the text, there is a search bar with 'Forename' and 'Surname' input fields, and 'Search' and 'Clear Search' buttons. A table of certificates is displayed below the search bar. The table has columns for 'Forename', 'Surname', 'Certificate Type', 'Certificate Status', 'Valid To Date', and 'Controller Request'. The table contains 10 rows of data, with the row for 'Craig Coomber' highlighted in blue.

Forename	Surname	Certificate Type	Certificate Status	Valid To Date	Controller Request
Peter	Allen	IT Support	Collected	05/01/2011	
Anne	Balfour	IT Support	Collected	19/12/2010	
Alistair	Boyd	IT Support	Collected	08/11/2010	
Linda	Campbell	Business Support	Collected	28/04/2011	
Shahid	Chaudhry	Business Support	Collected	23/04/2011	
Craig	Coomber	IT Support	Collected	09/03/2011	
Dave	Drodge	IT Support	Collected	15/02/2011	
WindowsSeven	Firefox	Business Support	Collected	24/04/2011	
Daniel	Godier	IT Support	Collected	22/01/2011	
Tom	Gowans	Business Support	Collected	25/09/2011	

At the bottom of the table, there is a 'Previous 1 2 3 Next' link and a 'Showing 1 - 10 of 20' indicator. The footer of the page contains copyright information: '© 2012 Unipass - Get In Touch - Terms and Conditions - Privacy Policy - Copyright Law Policy - ORIGO SECURE SERVICES'.

To request a certificate revocation double click an individual certificate. In both instances the 'Certificate Details' page (below) will be displayed.



The screenshot displays the Unipass Control Centre interface. At the top, there is a navigation bar with links for Home, About Unipass, Apply now, My Toolbox, Help, and Control Centre. Below the navigation bar is a header area with the Unipass logo and a navigation menu on the left containing Applications, Changes, Certificates (selected), Individuals, and Organisation. The main content area shows the 'Certificate Details' for a specific certificate. The details are as follows:

Certificate Details	
Forename	Aine
Surname	Balfour
Email Address	abalfour@unipass.co.uk
Telephone Number	+44 131 451 1182
Mobile Number	07948611715
Work Post Code	EH14 4AP
Certificate Type	IT Support
Certificate Status	Collected
Valid To Date	19/12/2018
Authorised By	Tom Gowans
Date Authorised	11/07/2005

At the bottom of the details section, there are three buttons: Revoke, Reissue, and Change. The footer of the page contains copyright information for 2010 Unipass and links to Get In Touch, Terms and Conditions, Privacy Policy, and Competition Law Policy.

To Revoke a certificate:

Clicking the Revoke button will display the confirmation page (below) and allow you to advise if the revocation is for a Leaver. Clicking the Revoke button again will generate either a revocation or revocation and leaver task on the Unipass registration system for a Unipass[®] agent to action. Until this request has been actioned a 'Revocation In Progress' message will be displayed in the Controller Request column of the Certificates table for this certificate. Once actioned the certificate will disappear from the list as it is no longer a live certificate.

To **Revoke** a certificate and have a new certificate issued with the same details (normally used if a certificate is Lost or Compromised):

By clicking on the **Reissue** button at the bottom of the screen and a task will be generated for a Unipass[®] agent to action the revocation on the Unipass[®] registration system. Until this request has been actioned a 'Revocation & Reissue In Progress' message will be displayed in the Controller Request column of the Certificates table for this certificate. Once actioned the certificate will disappear from the list and a collection email will be issued to the Individual advising them that their new Unipass[®] is available for collection.

To **Revoke** a certificate and have a new certificate issued with different details:

Clicking on the **Change** button at the bottom of the screen will display the 'Change of Details' page and allow you to enter the changes you require. You can then indicate if you wish Unipass[®] to issue an email confirming the changes to the Individual and/or to yourself. By clicking on the Change button at the bottom of this screen a task will be generated for a Unipass[®] agent to action the changes on the Unipass[®] registration system. Until this request has been actioned a 'Change of Details In Progress' message will be displayed in the Controller Request column of the Certificates table for this certificate. Once actioned the certificate will disappear from the list and a collection email will be issued to the Individual advising them that their new Unipass[®] (with the changes you entered above) is available for collection.

The screenshot shows the 'Unipass Control Centre' interface. On the left is a navigation menu with options: Applications, Changes, Certificates (selected), Individuals, and Organisation. The main content area has a breadcrumb trail: Home > control centre > certificate. Below this is a heading 'Please enter the required changes only' and a table for editing details.

	Original Details	Amended Details
Forename	Anne	<input type="text"/>
Surname	TestTwo	<input type="text"/>
Email Address	arbalfour@googlemail.com	<input type="text"/>
Confirm Email Address		<input type="text"/>
Telephone Number	23423	<input type="text"/>
Mobile Number		<input type="text"/>
Work Post Code	EH14 4AP	<input type="text"/>
Certificate Type	IT Support	No Change <input type="button" value="v"/>

Below the table, there is a section titled 'Send Confirmation Email ?' with the text 'Would you like to send a confirmation email to yourself and/or the applicant ?'. It includes two checkboxes: Yourself and Applicant. At the bottom of this section are 'Change' and 'Cancel' buttons.

At the very bottom of the page, there is a footer with copyright information: © 2010 Unipass | Get In Touch | Terms and Conditions | Privacy Policy | Competition Law Policy | AN ENERGY SERVICE.

Individuals

Individuals is a list of all live individuals (ie does not include known leavers) within your organisation who have applied for a Unipass certificate.

By double clicking on an individual, depending on the status of their application you will be able to action some of the following:

- authorise or reject an application
- flag the individual as a leaver
- request a new application be raised and authorised
- reactivate a certificate which has not been collected
- request the revocation of a Unipass
- request the reissue of a Unipass
- request a change to the details of their Unipass

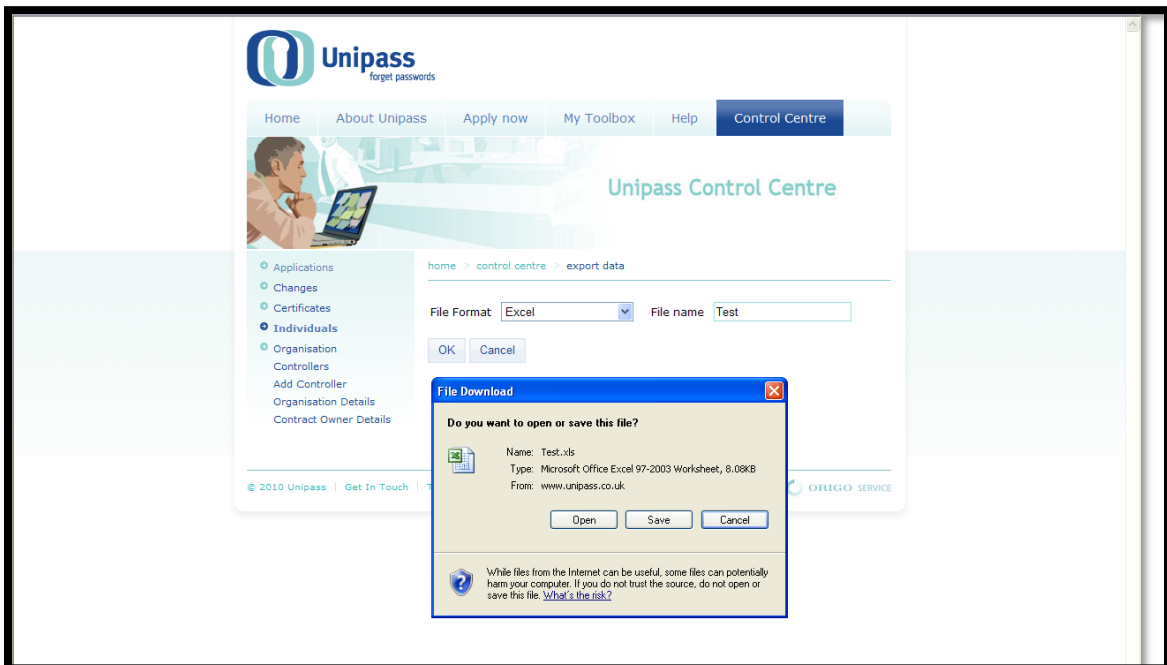
Forename	Surname	Application Status	Certificate Status	Date	Certificate Type	Controller Requ
Peter	Allen	Approved	Collected	Valid To 05/01/2011	IT Support	
Anne	Balfour	Approved	Collected	Valid To 19/12/2010	IT Support	
Ian	Balfour	Terminated	Not collected	Authorised 09/07/2010	Business Support	
Alistair	Board	Approved	Collected	Valid To 08/11/2010	IT Support	
Linda	Campbell	Approved	Collected	Valid To 28/04/2011	Business Support	
Shahid	Chaudhry	Approved	Collected	Valid To 23/04/2011	Business Support	
Test	Controller	Terminated	Not collected	Authorised 07/07/2010	Business Support	
Craig	Coomber	Approved	Collected	Valid To 09/03/2011	IT Support	
Dave	Drodge	Approved	Collected	Valid To 15/02/2011	IT Support	
WindowsSeven	Firefox	Approved	Collected	Valid To 24/04/2011	Business Support	

Forename Surname Search Clear Search Export

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To **Export** a copy of all Individual records shown in the above table:

Click on the Export button at the top of the screen to display a new control centre page requesting you to enter a file name and file format (Word, Excel, CSV or HTML) for the exported file. Once completed click the OK button and you will be able to select where you wish to save the file to on your PC.



Processing Individual records

In total there are six variations in processing within the Individual's tables.

1. If the Individual's application is **awaiting approval** (application status of '**Awaiting Unipass Controller Approval**') this is processed in the exact same fashion as shown in the **Applications** section above. In each instance you must start by double clicking on the appropriate record and then process as in the **Applications** section above.

2. If the Individual's application is **awaiting Unipass[®] validation** (application status of '**Pending Approval**') you as a Unipass Controller will have the ability (if required) to reject the application.

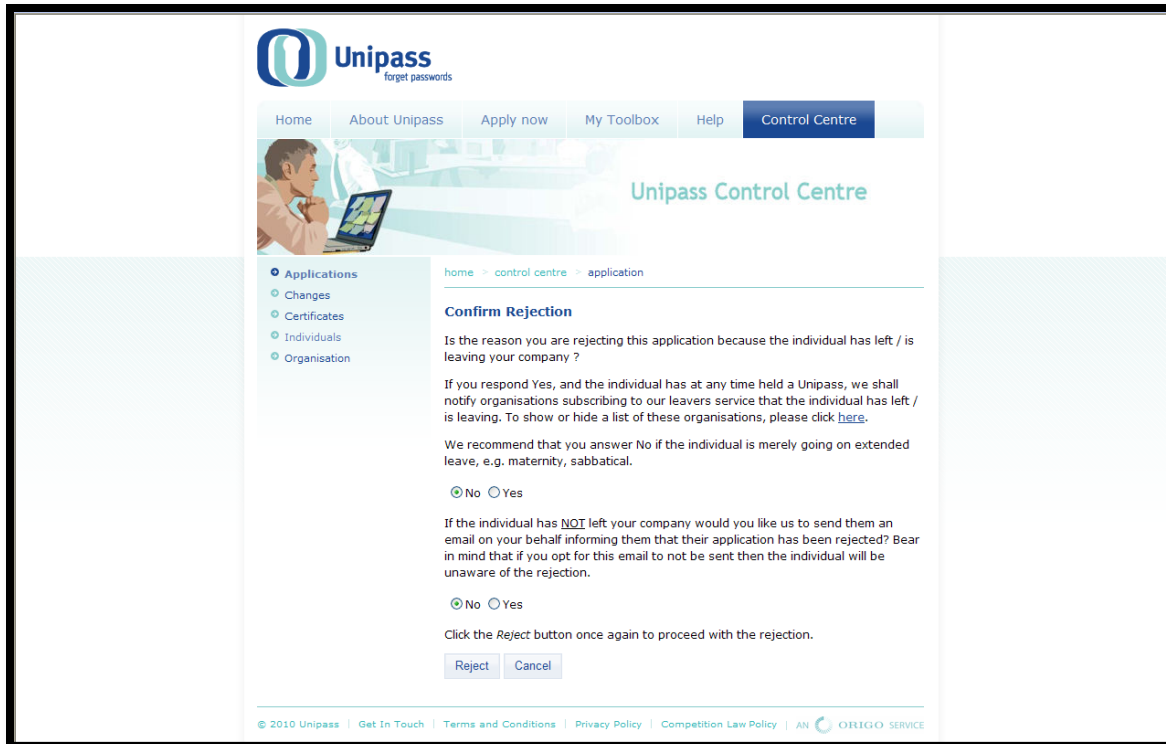
To achieve this double click on the appropriate record and the 'Application – Unipass[®] Validation in Progress' page (below) containing the full application details will be displayed. Clicking the 'Reject Application' button will display the 'Confirm Rejection' page (below) and you can then signify if the individual has left your Organisation or if not, to signify if you require Unipass[®] to notify the applicant of the rejection. Clicking the Reject button at the bottom of this page will automatically reject the application on the Unipass[®] registration system and depending on the options chosen above may flag the applicant as a Leaver and/or issue an application rejection email to the applicant.



The screenshot displays the Unipass Control Centre interface. At the top, the Unipass logo is visible with the tagline 'forget passwords'. A navigation menu includes 'Home', 'About Unipass', 'Apply now', 'My Toolbox', 'Help', and 'Control Centre'. The main heading is 'Unipass Control Centre'. A sidebar on the left lists navigation options: Applications (selected), Changes, Certificates, Individuals, and Organisation. The breadcrumb trail shows 'home > control centre > application'. The central area is titled 'Application Details' and contains a table with the following information:

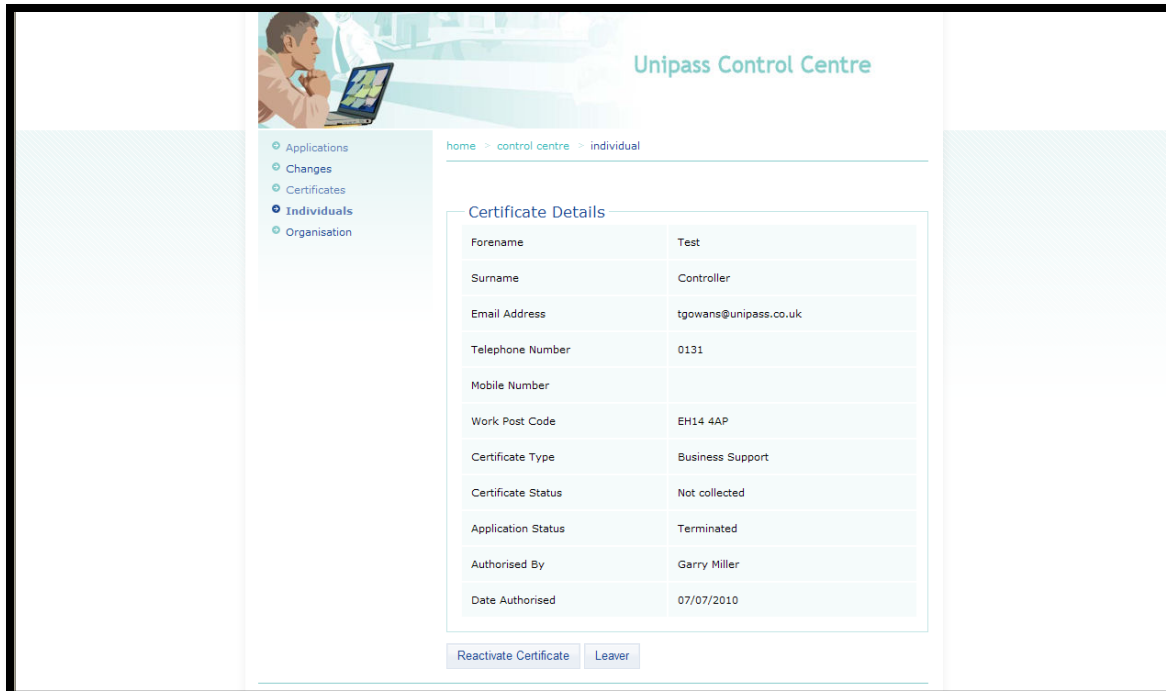
Forename	Blank
Surname	PinOne
Email Address	a@b.co.uk
Telephone Number	2342342
Mobile Number	
Work Post Code	EH14 4AP
Certificate Type	Business Support

Below the table are three buttons: 'Approve', 'Reject', and 'Change'. At the bottom of the page, there is a footer with copyright information: '© 2010 Unipass | Get In Touch | Terms and Conditions | Privacy Policy | Competition Law Policy | AN ORIGO SERVICE'.



3. If the Individual's application has been 'Approved' but their certificate is **awaiting collection** (certificate status of 'Ready for Collection' or 'Collection Warning Issued'), as a Unipass Controller you will have the ability to reject the application. To achieve this, highlight the individual's record, double click on the appropriate record and the 'Certificate – Awaiting Collection' page (below) containing the full application details will be displayed. Clicking the 'Reject Application' button will display the 'Confirm Rejection' page (below) and you can signify if the individual has left your Organisation or if not, signify if you require Unipass[®] to notify the applicant of the rejection. Clicking the Reject button at the bottom of this page will automatically reject the application on the Unipass[®] registration system and depending on the options chosen above may flag the applicant as a Leaver and/or issue an application rejection email to the applicant.

4. If the Individual's application has been 'Approved' but they have **failed to collect** their certificate in the timescales allowed (application status of '**Terminated**' and a certificate status of '**Not Collected**'), you as a Unipass[®] Controller will have the ability to reactivate this application or to notify Unipass[®] if the applicant has left your Organisation. To achieve this, double click on the appropriate record and the 'Certificate Details' page (below) containing the full application details will be displayed.



The screenshot displays the 'Unipass Control Centre' interface. On the left is a navigation menu with options: Applications, Changes, Certificates, Individuals (selected), and Organisation. The main content area shows a breadcrumb trail: home > control centre > individual. Below this is a 'Certificate Details' table with the following information:

Certificate Details	
Forename	Test
Surname	Controller
Email Address	tgowans@unipass.co.uk
Telephone Number	0131
Mobile Number	
Work Post Code	EH14 4AP
Certificate Type	Business Support
Certificate Status	Not collected
Application Status	Terminated
Authorised By	Garry Miller
Date Authorised	07/07/2010

At the bottom of the details section are two buttons: 'Reactivate Certificate' and 'Leaver'.

Clicking the Leaver button at the bottom of the page will automatically set the Individual's record to Leaver status in the Unipass[®] Registration system and will remove the Individual from the displayed list.

On clicking the 'Reactivate Certificate' button will automatically generate an approved application in the Unipass[®] Registration system and a collection email will be issued to the Individual advising them that their Unipass[®] is available for collection.

5. In the following three instances you will have the ability to request that a new application be raised or to signify that the Individual has now left your Organisation.
 - a) If the Individual's application shows a status of '**Rejected**' (which indicates that their last application for a Unipass was rejected by a Unipass[®] Controller or Contract Owner from within your Organisation) or
 - b) If the Individual's application shows a status of '**Terminated**' and they have failed to renew their certificate within the allowed timeframe (certificate status of Expired).
 - c) If the Individual's application shows a status of '**Terminated**' and their certificate has been revoked with no new certificate being issued (certificate status of Revoked).

To process any of these records, double click on the appropriate record. The 'Certificate Details' page (below) containing the full application details will be displayed.



The screenshot displays the Unipass Control Centre interface. At the top, the Unipass logo is followed by the tagline 'forget passwords'. A navigation menu includes 'Home', 'About Unipass', 'Apply now', 'My Toolbox', 'Help', and 'Control Centre'. Below the menu is a banner image of a person at a computer with the text 'Unipass Control Centre'. A left-hand sidebar contains a menu with 'Applications', 'Changes', 'Certificates', 'Individuals', and 'Organisation'. The main content area shows a breadcrumb trail: 'home > control centre > rejected application'. Below this is a table titled 'Individual Details' with the following information:

Individual Details	
Forename	test
Surname	firewall
Email Address	tgowans@unipass.co.uk
Telephone Number	0131
Mobile Number	
Work Post Code	EH14 4AP
Certificate Type	Business Support
Certificate Status	Revoked
Rejected By	Tom Gowans

At the bottom of the table are two buttons: 'New Application' and 'Leaver'. The footer contains copyright information: '© 2010 Unipass | Get In Touch | Terms and Conditions | Privacy Policy | Competition Law Policy | AN ORIGO SERVICE'.

Clicking the Leaver button at the bottom of the page will automatically set the Individual's record to Leaver status in the Unipass[®] Registration system and will remove the Individual from the displayed list.

Clicking the 'Request New Application' button will display the 'New Application Request' page (below) and you will be able to submit the application details as they were before or to change any of the fields.

Clicking the 'Submit' button will automatically generate an approved application in the Unipass[®] Registration system and a collection email will be issued to the Individual advising them that their new Unipass[®] (with any changes you entered above) is available for collection.

The screenshot shows the Unipass Control Centre interface. At the top left is the Unipass logo with the tagline "forget passwords". A navigation menu includes "Home", "About Unipass", "Apply now", "My Toolbox", "Help", and "Control Centre". Below the menu is a banner image of a person at a laptop with the text "Unipass Control Centre". A left-hand sidebar contains a menu with "Applications", "Changes", "Certificates", "Individuals" (selected), and "Organisation". The main content area shows a breadcrumb trail: "home > control centre > rejected application". Below this is a heading "Please enter the required changes only" and a table for editing details.

	Original Details	Amended Details
Forename	test	<input type="text"/>
Surname	firewall	<input type="text"/>
Email Address	tgowans@unipass.co.uk	<input type="text"/>
Confirm Email Address		<input type="text"/>
Telephone Number	0131	<input type="text"/>
Mobile Number		<input type="text"/>
Work Post Code	EH14 4AP	<input type="text"/>
Certificate Type	Business Support	<input type="text" value="No Change"/>

At the bottom of the form are "Submit" and "Cancel" buttons.

Organisation

Selection of the Organisation tab displays the following page and provides four options to the Unipass[®] Controller:

Please review your Unipass holders regularly (by clicking on the Individuals link) and mark any leavers.

home > control centre > applications

ORIGO SECURE INTERNET SERVICES

Applications is a list of all applications received from individuals within your organisation.

To approve a number of applications select the appropriate records and click Approve.

To approve/reject/amend an application double click on the appropriate line and complete the details on the next screen.

Forename	Surname	Email Address	Post Code	Certificate Type	Request Date	Requested Controller	
<input type="checkbox"/>	Blank	PinOne	a@b.co.uk	EH14 4AP	Business Support	22/07/2010	Craig Coomber

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Controllers

Clicking on this option will display the Unipass[®] Controllers table which provides a list of all Unipass[®] Controllers for your Organisation.

The screenshot shows the Unipass Control Centre interface. At the top, there is a navigation bar with links: Home, About Unipass, Apply now, My Toolbox, Help, and Control Centre. Below the navigation bar is a header area with the text "Unipass Control Centre" and a breadcrumb trail: home > control centre > unipass controllers. A sidebar on the left contains a menu with options: Applications, Changes, Certificates, Individuals, Organisation, Controllers (selected), Add Controller, Organisation Details, and Contract Owner Details. The main content area displays the heading "ORIGO SECURE INTERNET SERVICES" and a sub-heading "Controllers is a list of all Unipass Controllers in your organisation." Below this, there is a table of controllers with columns: Forename, Surname, Application Status, Certificate Status, Certificate Type, and Controller Request. The table contains 15 rows of data, with the row for Carole Hall highlighted in blue.

Forename	Surname	Application Status	Certificate Status	Certificate Type	Controller Request
Peter	Allen	Approved	Collected	IT Support	
Anne	Balfour	Approved	Collected	IT Support	
Alistair	Board	Approved	Collected	IT Support	
Linda	Campbell	Approved	Collected	Business Support	
Shahid	Chaudhry	Approved	Collected	Business Support	
Craig	Coomber	Approved	Collected	IT Support	
Daniel	Godley	Approved	Collected	IT Support	
Tom	Gowans	Approved	Collected	Business Support	
Carole	Hall	Approved	Collected	Business Support	
Keith	Langlands	Approved	Collected	Business Support	
Craig	Lovatt	Approved	Collected	Business Support	
Jim	McGrandles	Approved	Collected	Business Support	
Garry	Miller	Terminated	Expired	Business Support	
Karen	Peffers	Approved	Collected	Business Support	
Andrew	Primrose	Approved	Renewal Reminder Issued	Business Support	

To **Remove** an existing Unipass[®] Controller:

Double Click the Controller record you wish to remove, click the Remove button at the bottom of the screen and the 'Confirm Removal page (below) will be displayed with the Controller's details.

Within this facility three buttons will be provided for selection:

- **Remove Status**
Selecting this option will automatically remove the Unipass[®] Controller status from this Individual in the Unipass[®] Registration system. The Individual will no longer have access rights to the Unipass[®] Control Centre facility.
- **Revoke Certificate**
Selection this option will display the confirmation page (below) and allow you to advise if the revocation is for a Leaver. Clicking the Revoke Certificate button again will automatically remove the Unipass[®] Controller status from this Individual in the Unipass[®] Registration system and will generate either a revocation or a revocation and leaver task for a Unipass[®] agent to action. Until this request has been actioned a 'Revocation In Progress' or 'Leaver request in Progress' message will be displayed in the Controller Request column of the Individuals table for this individual.



Before selecting any of these buttons however you must select a current Unipass[®] controller from the drop down list provided to whom any outstanding applications or change of detail approval requests (for the controller being removed) should be reallocated.

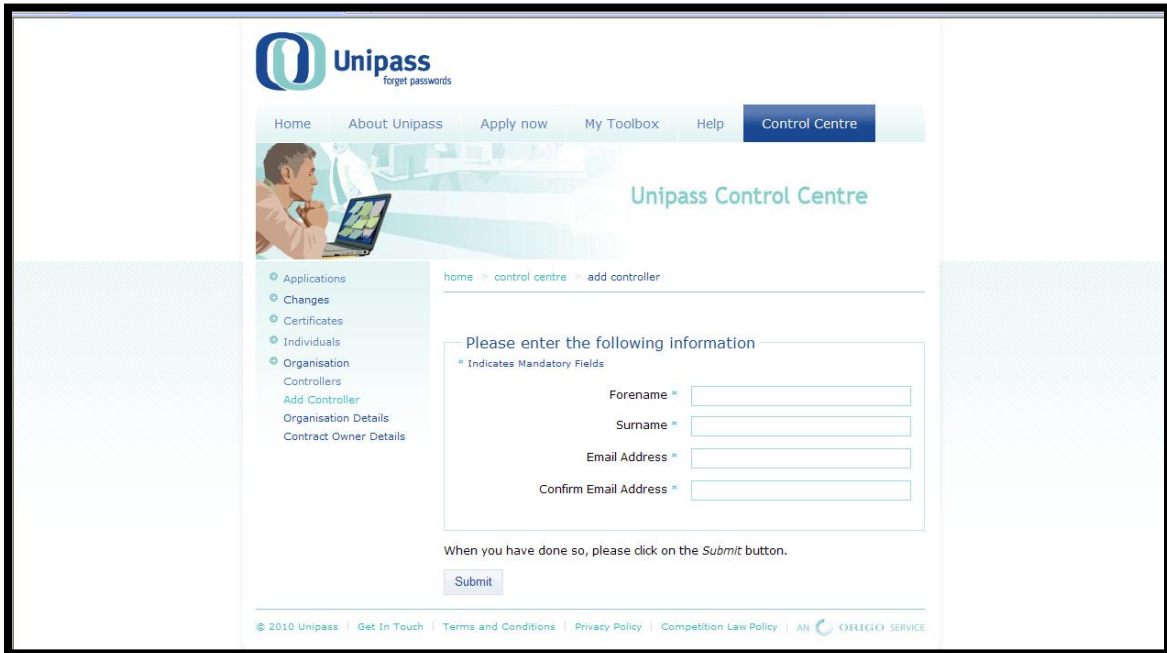
Should you wish to remove yourself and you are the last controller for the Organisation, the Change Contract Owner Details page (below) will be displayed as any outstanding/new applications or change of detail requests will now be forwarded to the Contract Owner for approval. To complete this process enter the required changes (if any) and click the Submit button.

Add Controller

Clicking on this option will display the Add a new Unipass[®] Controllers page (below) with a drop down list of all individuals registered within your Organisation. To make one of these individuals a Controller, simply select their name from the drop down list and click the Submit button. This will automatically update the Unipass[®] Registration system and the individual will now appear in the Controller table above.



To make an individual who does not appear on the list into a Controller, click on the 'Add a new Individual' button and the following screen will be displayed. Enter the required fields and click the Submit button. The system will automatically email the individual to notify them of their nomination and provide them with a unique URL for your organisation where they can apply for a Unipass[®] and Unipass[®] Controller status.



Organisation Details

Clicking on this option will display the current details Unipass® holds about your Organisation and allow you to change these details as required. Be aware that changing these details may result in all Unipass® certificates held by individuals within your organisation having to be revoked and new certificates issued with the new Organisation details.

home > control centre > organisation

Please enter the required changes only

	Original Details	Amended Details
Name	ORIGO SECURE INTERNET SERVICES	<input type="text"/>
Post Code	EH14 4AP	<input type="text"/>
Address	Moyen House Heriot-Watt Research Park North Edinburgh	<input type="text"/>
Phone Number	131 451 5181	<input type="text"/>
Firm Type	OSIS and its Sub-Contractors	No Change

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Entering changes and clicking the submit button, will result in a confirmation page being displayed. Clicking the submit button on this page will forward the changes to Unipass® for processing.

Contract Owner Details

Clicking on this option will display the current details Unipass® holds about your Contract Owner and allow you to change these details as required. Entering changes and clicking the submit button will forward the changes to Unipass® for processing.

Please enter the required changes only	
	Amended Details
Name	<input type="text"/>
Job Title	<input type="text"/>
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Telephone Number	<input type="text"/>

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DOCUMENT REVISION

Revision	Date	Author	Amendments
1.0	18/09/2006	Tom Gowans	First Draft
1.1	06/10/2006	Tom Gowans	Updated screen layouts
1.3	30/08/2010	Helpdesk	Updated