

Remove someone who has left

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When someone leaves, remove them from your organisation so they can no longer sign in to it. Their past work stays where it is.

Before you start

You need to be an Owner or an Admin to remove people.

1

Open your team

From **All products**, open **Organisation** and then **Team**.

2

Select Remove

Find the person and select **Remove** at the end of their row.

3

Decide about their keys

Also revoke API keys they created is ticked for you. Leave it ticked unless one of your systems still relies on a key they made, in which case untick it and replace that key soon.

4

Confirm

Select the **Remove** button with their first name on it. They lose access straight away, and the checks and records they worked on stay in place.

Afterwards

Wherever their name appears on past work, it now reads as a former member. If you kept their keys, their profile tells you which ones still work, and you can revoke them on the **API keys** page whenever you're ready.

If something goes wrong

The **Remove button is greyed out.**

They are the only Owner. Make someone else an Owner first, then remove them.

They had an invitation that hadn't been accepted yet.

Select **Revoke** on the invitation row instead, and the link in their email stops working straight away.