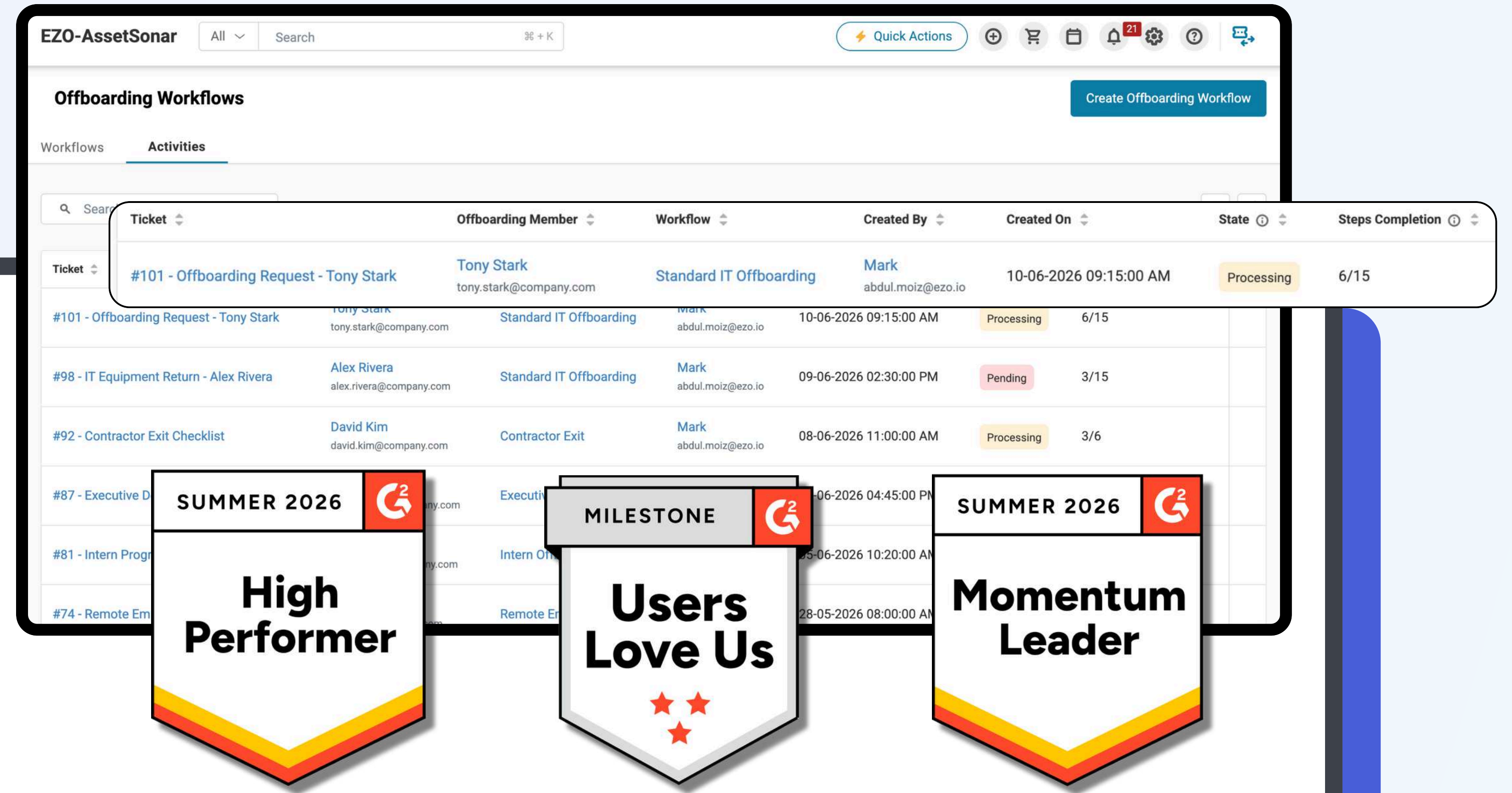


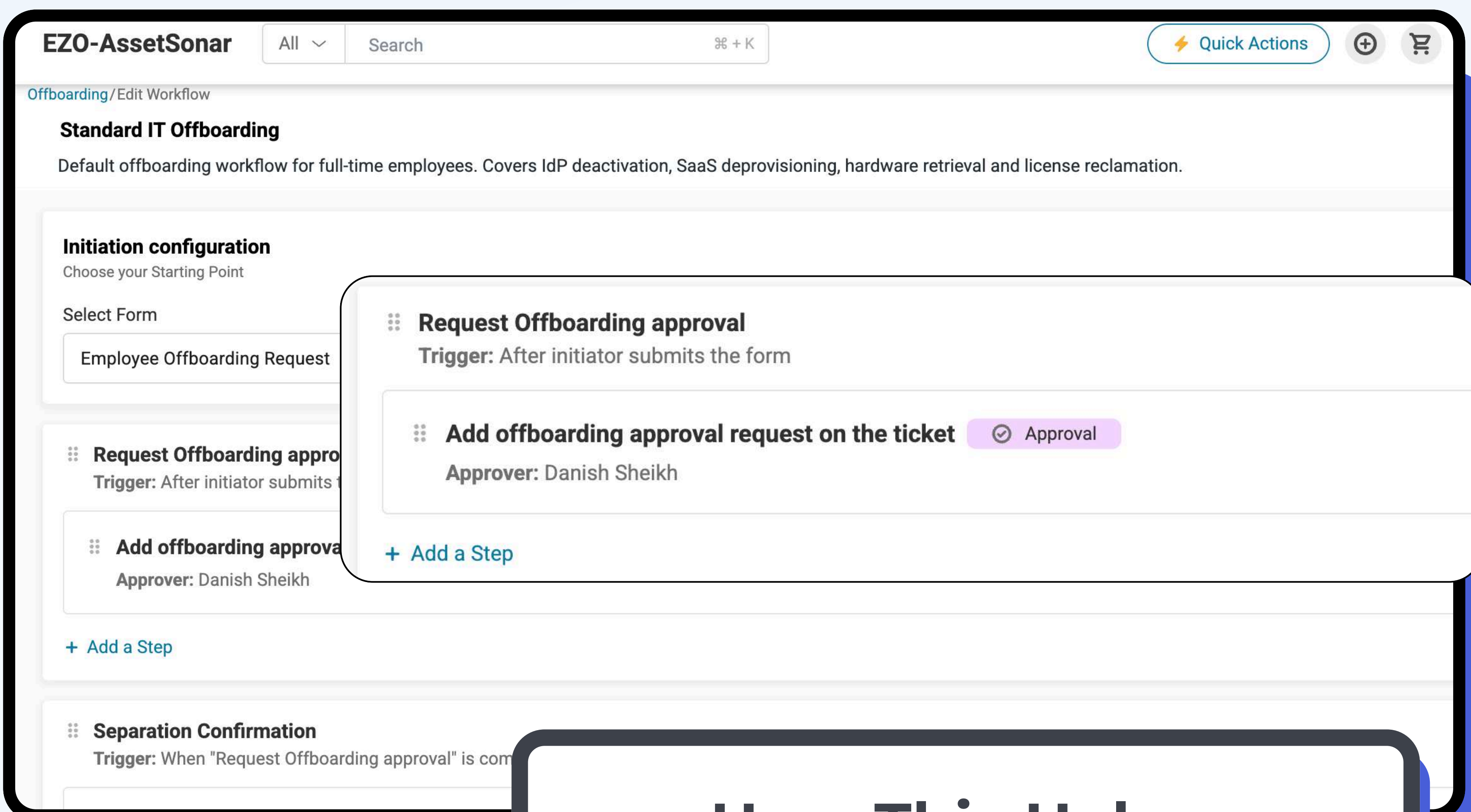
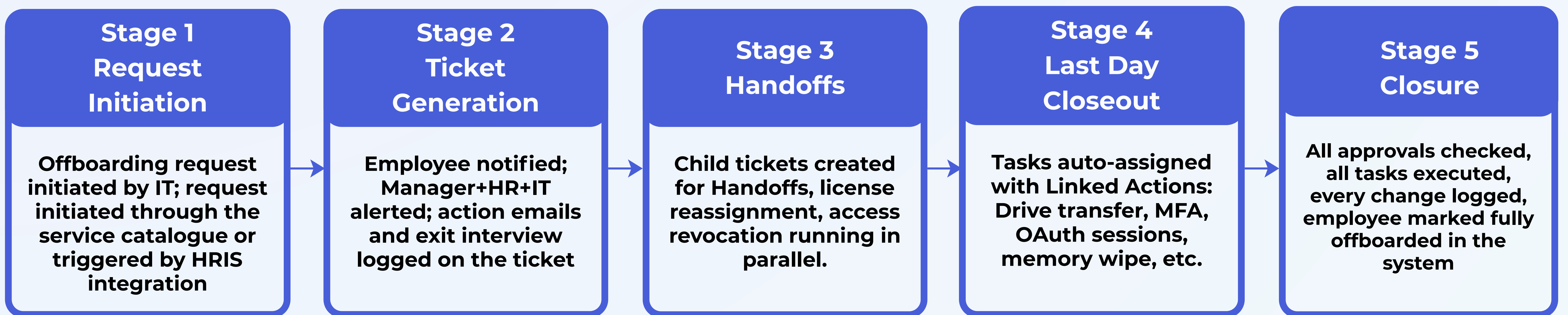
AssetSonar Employee Offboarding

Automate Every Offboarding: Access, Recovery, & Compliance

Built for IT teams managing departures at scale, the workflow automation engine helps discover and revoke access, recover hardware, and produce compliance evidence on every employee exit.



The 5-Stage Offboarding Workflow in AssetSonar



How This Helps:

- ✓ One place to define every workflow
- ✓ Pre-built or custom actions per stage
- ✓ Set up once, runs automatically

Set Up Every Offboarding Workflow in the Offboarding Center

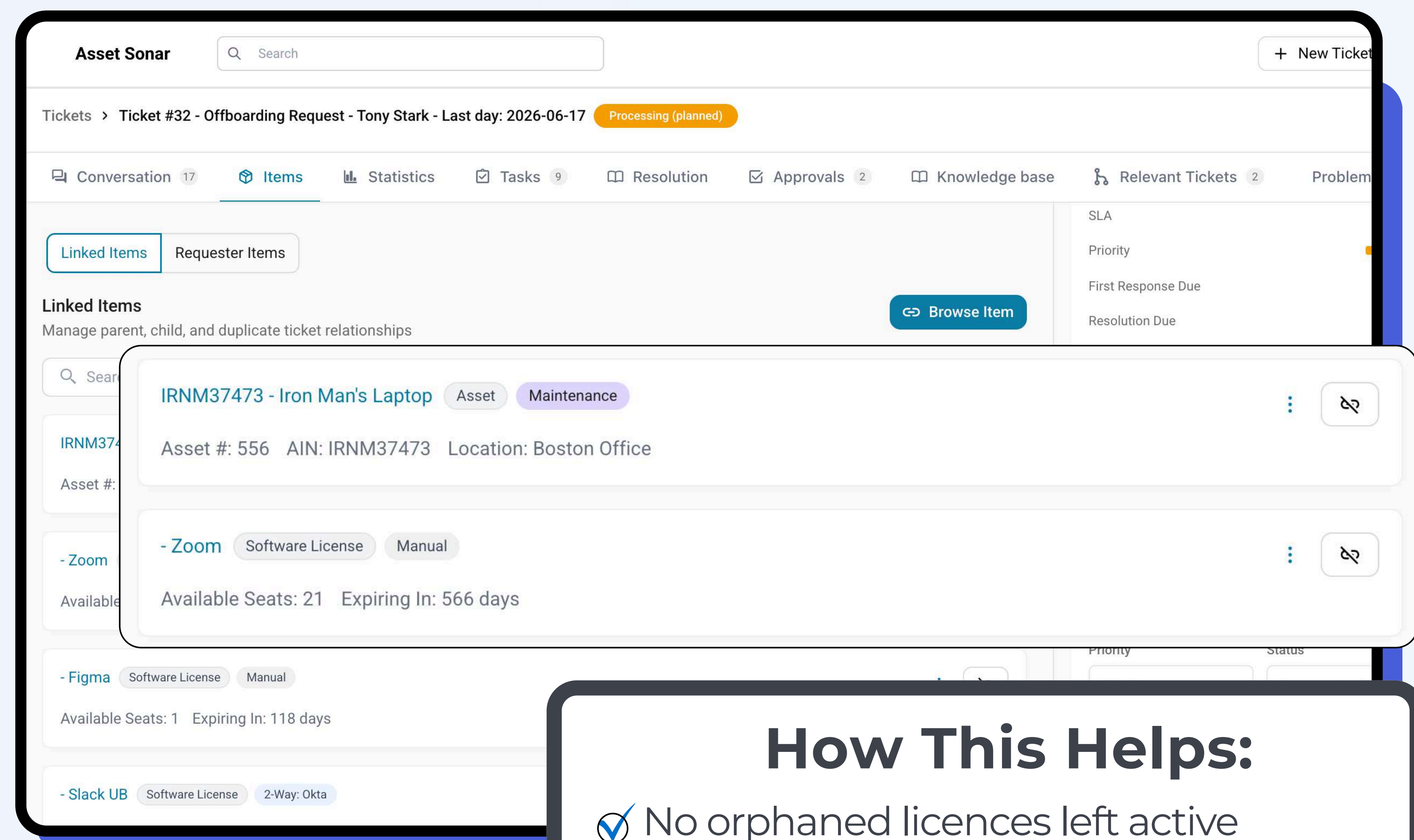
The Offboarding Center is where IT builds and manages offboarding workflows around company policy. Create a workflow, tie it to a Service Catalog form to trigger offboarding, then define its stages so related actions run together. Add steps to each stage — pre-built or custom — based on a ticket, task, email, or approval, defining every action in the workflow. Once activated, that workflow executes automatically on every exit.

- Builds stages, triggers, and steps on a single canvas, with actions defined per stage
- Activates once and runs the same way on every future departure

Every Device and License the Employee Holds, Linked to the Ticket

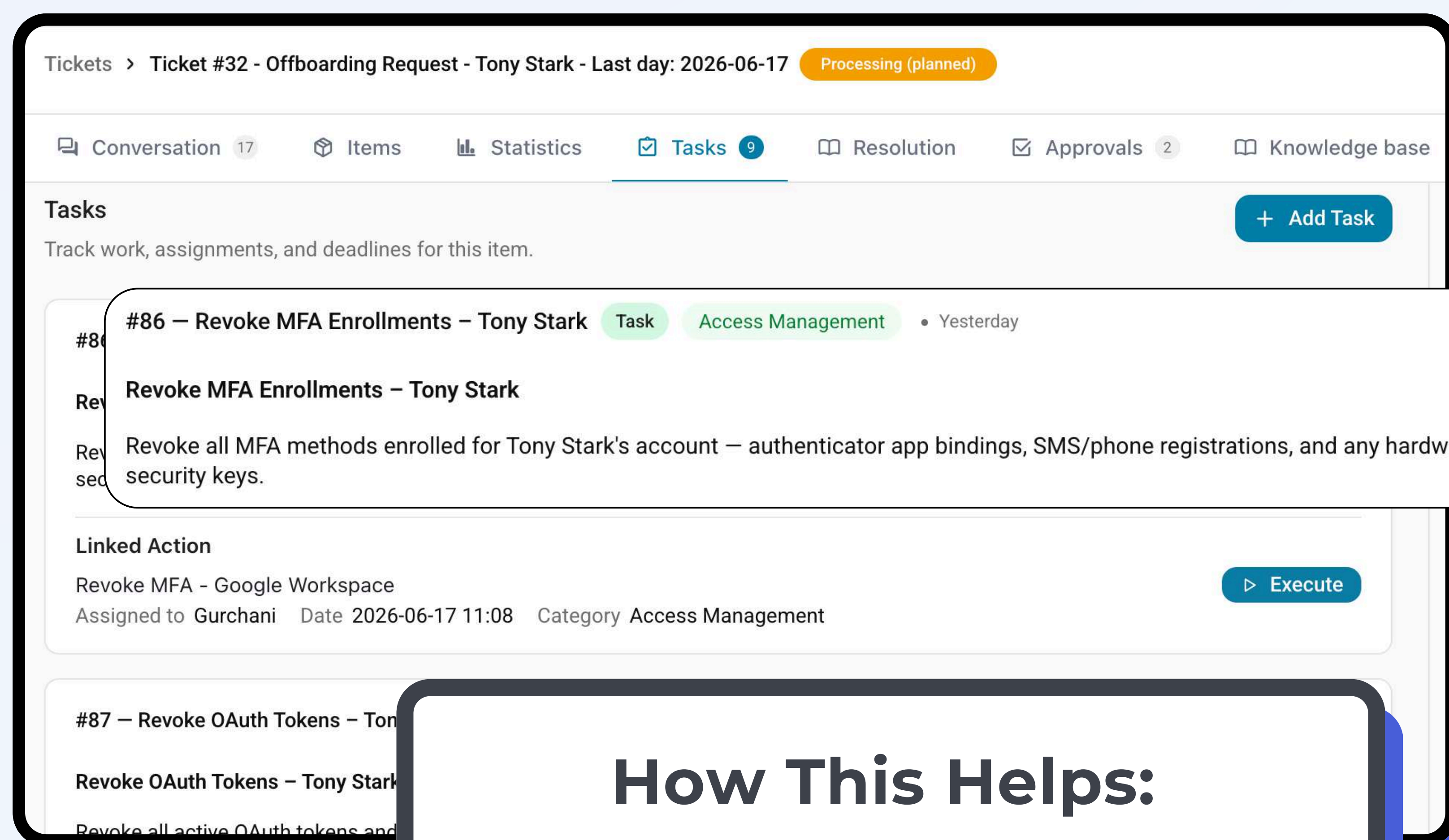
The offboarding ticket brings the employee's full inventory into one record — assigned devices, software licenses, and app access — so IT sees everything the requester holds before the first task runs. Check in hardware, trigger Jamf or Intune lock/wipe, and reclaim managed licenses from the same ticket.

- Automatically shows all hardware, licences, and app access in the “items” tab
- Updates continuously on every sync, ensuring the fetched data is most accurate
- Licences auto-released or reallocated without a separate step



How This Helps:

- ✓ No orphaned licences left active
- ✓ Nothing left active post-exit
- ✓ Complete exit inventory before the first task runs



How This Helps:

- ✓ Execute everything from one place
- ✓ No manual checklist at every exit
- ✓ Every task and approval in one view

Every Action and Approval, Pre-Built Into the Ticket

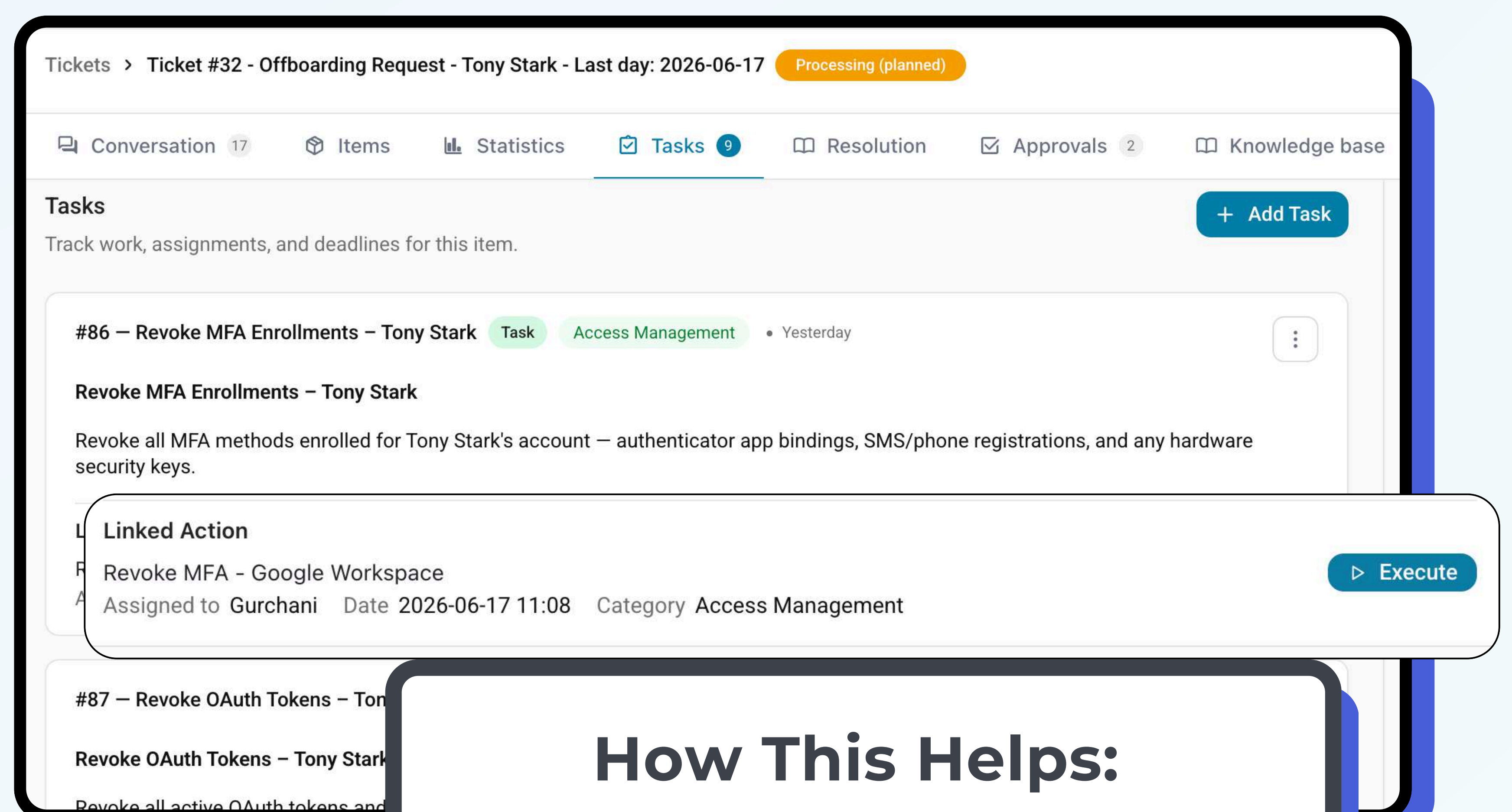
Submitting the Employee Offboarding Request on the Service Catalog or HRIS generates a ticket that already carries everything the workflow defined for that trigger — full employee context, every task in one consolidated view, and the required approvals on the Approvals tab.

- Auto-generates the ticket from the request, populated by the matching workflow
- Consolidates every task and approval into one view, no manual assembly

Run Every Action Inside the Ticket from Just One Button

Each task in the offboarding ticket carries a Linked Action that executes against Okta, Entra ID, Google Workspace, M365, or Jamf with a single click. IT revokes access, removes licenses, and triggers transfers without leaving the ticket, and every execution posts back to the ticket conversation.

- Runs revocations, license removals, and transfers from within the ticket
- Logs each execution, success or failure, on the ticket



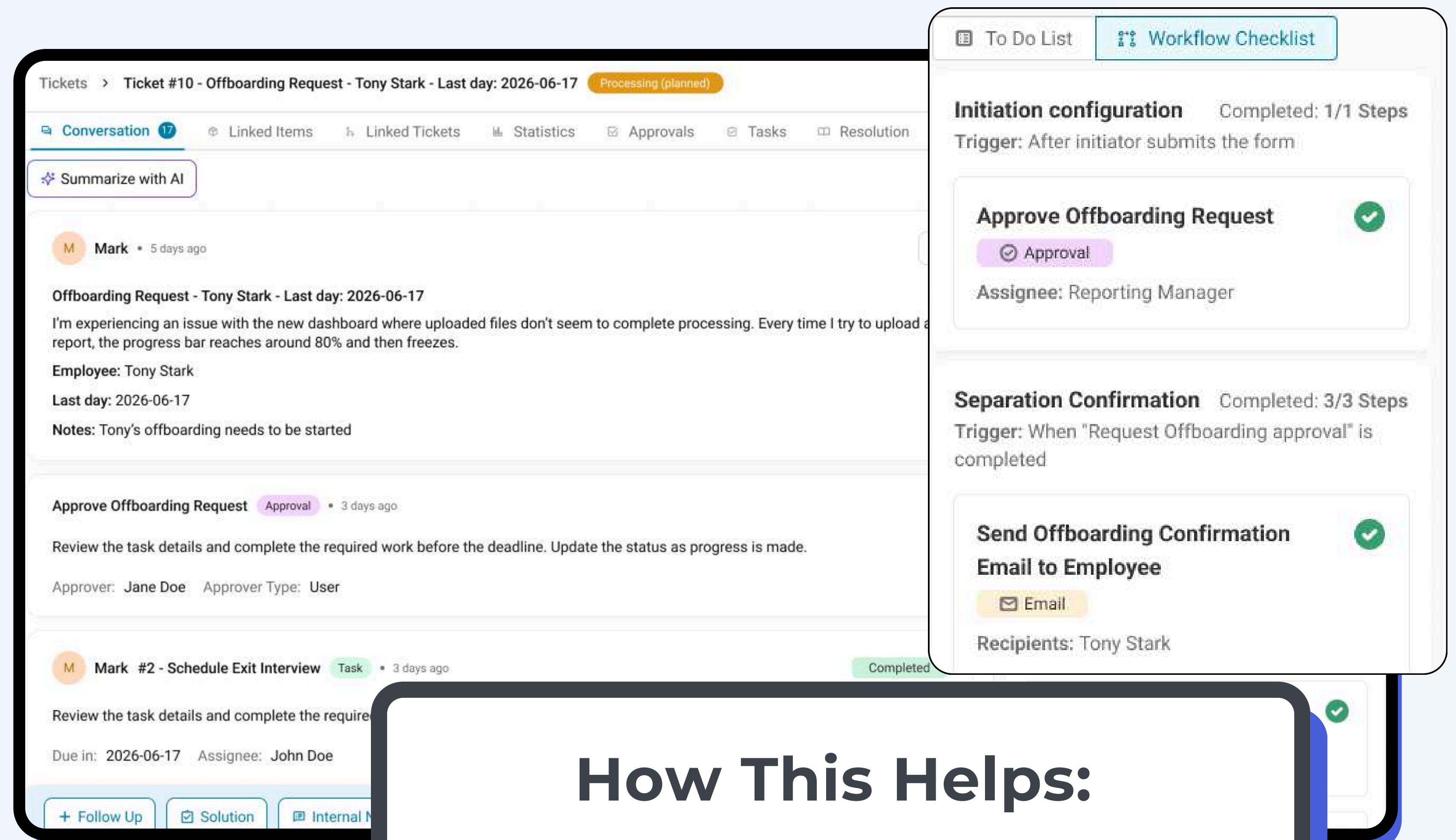
How This Helps:

- ✓ Execute everything from one place
- ✓ No manual checklist at every exit
- ✓ Every task and approval in one view

A Built-In Checklist to Track Status of Every Action

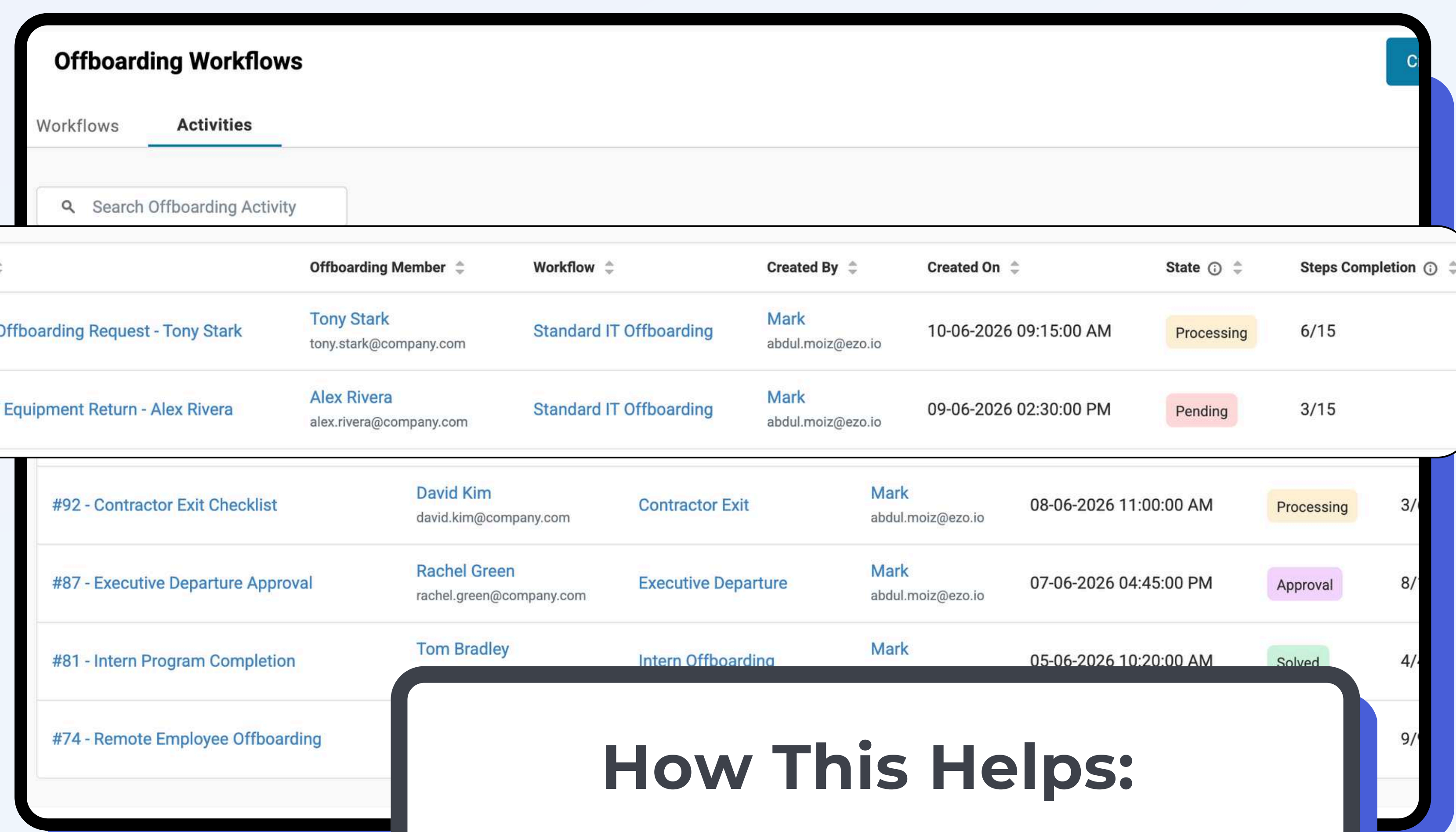
The checklist built natively into the offboarding ticket gives IT a quick view of every task in the process and its status. As steps complete, the checklist updates, so IT can track progress and keep a running record of the entire offboarding from one place.

- Shows every offboarding task and its status in one quick view
- Tracks progress and records each step as it's completed



How This Helps:

- ✓ See what's done and what's left
- ✓ Progress tracked at a glance
- ✓ A record of the full process



How This Helps:

- ✓ Every offboarding at a glance
- ✓ Progress across all workflows
- ✓ No ticket-by-ticket checking

Monitor Every Active Departures From One View

The Activities tab in the Offboarding Center gives IT a live, cross-org view of every active offboarding. Track the progress of all running workflows, their current stage, and step completions from a single place, without opening each ticket one by one.

- Shows every active offboarding workflow and its current state in one view
- Tracks stage progress and step completions across all departures

Plans built for every IT need

[See detailed plans →](#)

Priced per asset, no user/agent limits

IT Asset Management

Complete IT asset management for asset visibility, stronger security, and smoother operations.

MOST POPULAR ITSM (ITAM included)

Everything IT: Unified IT service management + complete ITAM context natively built in.

Advanced SAM module

Complete Software governance and control; **available with both ITAM & ITSM**

[Get a 7-day Free Trial](#)

AssetSonar offers innovative asset intelligence & management solutions, trusted by thousands of organizations globally.