

Infoware Services

User Maintenance Form



Modify User

To: **Infoware Services' System Administrator**

Email: support@infowareservices.com.au

This form is to advise **Infoware** Services of any changes to current login and security levels.
(See **Additional Notes** at the end of this document)

Please provide details of existing user login ID to be modified:

1) Existing User Login ID

2) New Default Printer (if required)

3) New Email Address: (if required)

4) New Security Level (1-30): (if required)

If additional levels of security required, please contact your Infoware Services representative.

(See **Available Security Levels** page also on our website)

Payroll Module - available Supplementary Restrictions

Access Payroll by specific branch only y/n and What Branch code
Restricted Payroll y/n and
Rostering transaction y/n

Signature

Date:

Printed Name

Email Address:

We will notify you using the above e-mail address once the above user login is modified as requested.

Additional Notes

This form must be signed and returned scanned and emailed. **Please copy this form for each individual user.**

Verbal changes to security will not be accepted as per the Terms of **Infoware** Services Proposal.

This form also defines the user's security level access to **Infoware** Services for **Infoware** Accounting software.

Separate login security is provided to browser applications which will be maintained by you separately (as discussed in training).

For Infoware Services office use only, Action taken by:

Date/Time: