

Infoware Services

User Maintenance Form



New User

To: **Infoware Services' System Administrator**

Email: support@infowareservices.com.au

This form is to advise **Infoware Services** to create new login and security levels. (See **Available Security Levels** page also on our website)

New User Login ID

The new user login ID must start with your **Infoware Services** client code prefix (3 characters) then a maximum 5 character code. Please contact Support if you are unsure of your client code prefix for login ID's. Login ID's are lowercase and alphanumeric. Initial password will be the same as the login ID and will require changing on first login.

1) **User's Full Name:**

2) **User Login ID** (e.g. xxx _ _ _ _):
 (maximum 8 characters lowercase incl prefix)

3) **Email Address:**

4) **Default Printer:**

5) **Define Security Level** (1-30):

Alternately supply an existing *user login* that you wish to copy to this user.
 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

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: