# Short term loan – new user request

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| [ ]  Remove User – *please enter Name and Email below* |
| [ ]  Edit User – *please enter original Email and change of details* |
| [ ]  New User- *please enter details below* |

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| **User details** |
| **First name** |       | **System role** |  |
| **Surname** |       | **Assessor number** |       |
| **Phone****Mobile** |            | **Discipline****Email** |            |

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| **Delivery address details** |
| **Hospital** |       |
| **Address** |       |
| **Suburb** |       |
| **City** |       |
| **Post code** |       |
| **Default warehouse** |       |

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| **Approval** |
| **Name**       | **Role**       | **Date**       |

*As the Approver, please email this completed form to* TW.Ora-HelpIT@enable.co.nz *. Your new Short Term Loan user will receive an email which contains a link to set up a password to complete the signup process. Should you have any questions, please contact us on 0800 362 253 (0800ENABLE).*

## Generic functions per system role

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| **Function** | **Assessor** | **Store Person** | **Dual Assessor/Store** | **DHB Manager** | **Assr/Dispatch** |
| Requests | x |   | x | View only | x |
| Dispatch |   | x | x | View only | x |
| Return |   | x | x | x |   |
| Recall - Request | x | x | x | x | x |
| Recall - Action | x |   | x | x | x |
| Recall - Merge Loan Records |   | x | x | x |   |
| Recall - Edit generate letters, acc document | x | x | x | x | x |
| Move Equipment |   | x | x | x |   |
| Transfer Equipment |   | x | x | x |   |
| Retire Equipment |   | x | x | x |   |
| Reissue | x | x | x | x | x |
| Add Clients | x | x | x | x | x |
| View Clients | x | x | x | x | x |
| View Client History | x | x | x | x | x |
| View Assessors |   |   |   | x |   |
| Add New Equipment |   | x | x |   |   |
| View Inventory | x | x | x |  x | x |
| View Equipment | x | x | x |  x | x |
| View STL to LTL Transfers | x | x | x |  x | x |