

		Service Request Form						FORM VERSION: 5	
		User Account for SPOS for Ferry Operator						DOCUMENT VERSION: Nil	
SPOS_User_Form		AUTHOR: DAMIEN LIM				DATE OF LAST UPDATE:		20/09/2012	Page 1 of 2

User Account for SPOS: (To be completed by Company's Data Security Officer)

Create / Amend User Account

<input type="checkbox"/> New <input type="checkbox"/> Existing								Terminal		Role Assignment 2			
S/N	ID NO	ID Type (SG/Others)	(For existing Users)	Name	Job Title	Contact No	Email Address ¹	RFT	TMFT	FO Admin	FO Counter1	FO Counter2	FO Planning
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delete User Account

S/N	UserID	Remark (if any)

Submitted By:

Name/Signature

Company Stamp

Contact No.

Date

SCCPL Approval: (To be completed by SCCPL Operation Manager)

☐ APPROVE ☐ REJECT

Name/Signature

Date

Request Processed By: (To be completed by SCCPL System Administrator)

Date Received		Date Completed		Completed By	
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Note:

1. Please provide a valid email account. The userid and password will be sent to the email address upon creation
2. Please tick and refer to Appendix for list of roles
3. The applicant accept that all transactions using the SPOS is subject to the SCCPL's General Conditions for Services and the Terms and Conditions for using SPOS services as published at <http://www.singaporecruise.com>
4. If application is for more than 5 users, please attach a separate list
5. Please inform SCCPL IT of any changes immediately, including any personnel leaving the company, so that SCCPL may accordingly assign new or withdraw the existing user account

Appendix - List of Roles

S/N	Role	Functions
1	FO Admin	a.View Management Reports and E-Invoice b.View Reports Generated From SPOS
2	FO Counter	a.Perform Passenger Check-In Functions b.Perform Voyage Transfer Function c.View Reports Generated From SPOS
3	FO Counter 2	a.Perform Passenger Check-In Functions with No Access To Reports b.Perform Voyage Transfer Function
4	FO Planning	a.Perform Voyage Transfer Function b.View Reports Generated From SPOS c.View System Log Reports