



## Authorized User Add/Delete Form

Date: \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Direct Telephone #: \_\_\_\_\_

This user will have access to the following departments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this User require web access (yes or no): \_\_\_\_\_

This User will be authorized to perform the following tasks (yes or no):

- Add new items to inventory \_\_\_\_\_
- Browsing and search inventory \_\_\_\_\_
- Order boxes or files to be delivered \_\_\_\_\_
- Ordering boxes or files to be picked up and re-filed \_\_\_\_\_
- Edit descriptive information regarding items in inventory \_\_\_\_\_
- Order new boxes and labels \_\_\_\_\_
- Download copies of department inventories to an Excel file on user's local hard drive \_\_\_\_\_
- Request expedited deliveries \_\_\_\_\_
- Permanently remove items from inventory for shredding \_\_\_\_\_
- Permanently remove items from inventory for return \_\_\_\_\_

Note: When a user requires a different level of access for each department, a form must be filled out for each department.

Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_