# 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* |

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

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

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

*As the Approver, please email this completed form to* [TW.Ora-HelpIT@enable.co.nz](mailto: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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |