# Short-term loan - user request new/change/remove

|  |  |
| --- | --- |
|  | Remove User – *please enter Name and Email below* |
|  | Edit User – *please enter the original Email used and the change(s) of details required* |
|  | New User- *please enter details below* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **User details** | | | | | | | | | | | |
| **First Name** | | First name | | | | **System role** | | | Choose an item. | | |
| **Surname** | | Last name | | | | **Assessor number** | | | Enter Assessor Number. | | |
| **Phone Number** | | Mobile or home phone. | | | | **Discipline** | | | Enter Discipline. | | |
| **Mobile Number** | | 02X XXX XXX | | | | **Email** | | | Enter email here. | | |
| **Delivery address details** | | | | | | | | | | | |
| **Hospital name** | | | Enter Hospital name. | | | | | | | | |
| **Address** | | | Enter Address. | | | | **Suburb** | | | | Enter Suburb. |
| **City** | | | Enter City. | | | | **Post Code** | | | | Enter Post Code. |
| **Default warehouse** | | | Enter default warehouse. | | | | | | | | |
| **Approval** | | | | | | | | | | | |
| **Name** | First and Last name | | | **Role** | Enter Role. | | | **Date** | | Enter date here. | |

*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 that 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.*

## Generic functions per system role

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| --- | --- | --- | --- | --- | --- |
| **Function** | **Assessor** | **Store Person** | **Dual  Assessor/ Storeperson** | **DHB Manager** | **Assr/Dispatch** |
| Request | **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** | **X** |
| Recall – Merge Loan Records |  | **X** | **X** | **X** |  |
| Recall – Edit generate letters, ACC documents | **X** | **X** | **X** | **X** | **X** |
| Move Equipment |  | **X** | **X** | **X** |  |
| Transfer 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 and LTL Transfers | **X** | **X** | **X** | **X** | **X** |