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

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|[ ]  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* *. 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** |