



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: _____