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| **Nachname** |  | **Vorname** |
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| **Funktion** |  | **Bereich** |  | **Team** |  | **Gruppe** |
| |2| |  | |3| |  | |4| |  | |5| |

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| **Bemerkung** | |6| |

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| **Telefon** | |7| | Festanschluss |
|  | |8| | Mobil intern |
|  | |9| | Handy |

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| **Hardware** | |10| | Terminal |
|  | |11| | PC |
|  | |12| | Laptop |
|  | |13| | |14| |
|  | |15| | |16| |

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| **Standard Software** |  | Microsoft Outlook | Email und Terminplanung |
|  |  | Microsoft Word | Textverarbeitung |
|  |  | Microsoft Excel | Tabellenkalkulationen |
|  |  | Microsoft PowerPoint | Präsentationen |
|  |  | Microsoft Access | Datenbanken |
|  |  | Microsoft Project | Projektplanung |
|  |  | Adobe Acrobat Reader | Lesen von PDF-Dokumenten |
|  |  | Acrobat PDF Writer | erstellen von PDF-Dokumenten |
|  |  | XnView |  |
|  |  | WinRAR |  |

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| **zusätzliche Software** | |17| | PSIpenta | | ERP-System |
|  | |18| | PSI BDEPZ | | Personalzeiterfassung |
|  | |19| | PSI Varial World – Finance | | FiBu |
|  | |20| | PSI Varial Guide | | KP |
|  | |21| | PSI Projektmanagement | |  |
|  | |22| | PSI Leitstand | |  |
|  | |23| | Perbit Views | | KP |
|  | |24| | QSYS | | Qualitätsmanagementsystem |
|  | |25| | STB-System | | Werkzeugverwaltung |
|  | |26| | |27| |  | |28| |
|  | |29| | |30| |  | |31| |

**Zugänge zu Systemen**

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| **Zugang zu Daten** | entsprechend Bereich/Team/Gruppe/Funktion im Standard enthalten |

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| **Weitere Ordner** | |32| | |33| |
|  | |34| | |35| |

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| **Datenbanken** | |36| | TIM Technische Information | | Zeichnung Normen |
|  | |37| | SAM | | Systematische Aktivtäten Management |
|  | |38| | |39| |  | |40| |
|  | |41| | |42| |  | |43| |
|  | |44| | |45| |  | |46| |
|  | |47| | |48| |  | |49| |
|  | |50| | |51| |  | |52| |

**Zusätzliche Berechtigungen**

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| **Ordnern/Datein** | |53| | Neuprojekte | | |58|Lesen |59|Lesen + Schreiben |
|  | |54| | Reisplan | | Aufnahme in … |
|  | |55| | |56| |  | |57| |

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| **Berechtigung** | |60| | Email intern | Innerhalb der Schlote-Gruppe |
|  | |61| | Email extern |  |
|  | |62| | Internetzugang | Download |64| ja |65| nein |
|  | |63| | Remote User | Zugang zum Netzwerk von externer Stelle |

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|  | |66| | |67| |  | |68| |

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| **Genehmigt** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| Datum |  | Unterschrift Geschäftsführer |  |  |  |  |
|  |  |  |  | **Daten erfasst** | | |
| Datum |  | Unterschrift Vorgesetzter |  |  |  |  |
|  |  |  |  |  |  |  |
| Datum |  | Unterschrift TL |  | Datum |  | Unterschrift TLE |