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| **ATD AMANDA V7 New User Account/Permissions Modification Request Form** |

***This form must be completed by your AMANDA Department Supervisor/ Manager. Your AMANDA Department SPOC must submit the form to the CTM* Service Desk at** [**Desk-CTM.Help@austintexas.gov**](mailto:Desk-CTM.Help@austintexas.gov)**.**

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| **For AMANDA V7 Training- Please contact your department’s AMANDA Administrator for more information.** |

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| **Section 1a: User Account Information** |
| **Submitted by:**  **Check the box for type of request:**  New Account  Permissions Modification  **Provide the name of a similar existing User Account to pattern the account**: **(Use if Account needs to mirror a different account)**  **Job Function:**   Supervisor  Reviewer  Inspector  Cashier  Permit Technician  Admin  Engineer |
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| **Section 1b: User Account Information** | |
| **User’s First Name:** | **Last Name:** |
| **User’s Network ID:** | |
| **Job Title:** | |
| **Work Phone:** | |
| **Email ID:** | |
| **Department:** Choose a department | |
| **Employee ID:** | |
| **Supervisor/Manager’s**  **Name:** Choose a Name | |
| **AMANDA Department**  **Admin:**  **Nadin N./Tracy L.** | |
| Account Usage:*(Select only one)* | Data Input *(Sections 2 and 2A)*  Read Only *(No further information is required,* ***Security Code 30000 Read Only****)* |

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| **IMPORTANT INFORMATION ON V7 Permissions** |

V7 Permissions have changed all together. They are no longer chosen by each individual permissions for a specific folder like it used to be:

EX Right of Way Excavation Permit Print Folder   
RW Right of Way Use Permit Issue Folder

V7 Permissions have a few or several City folders grouped together into what are called Security groups. These Security Groups may contain different Department folders within. Each Security Group is divided into 3 levels of security within those Security Groups. (See next page for example)

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| 50810 | Basic | Streets and Spaces Basic | DS, EX, RW, SB, PSM |
| 50820 | Standard | Streets and Spaces Standard | DS, EX, RW, SB, PSM |
| 50830 | Advanced | Streets and Spaces Advanced | DS, EX, RW, SB, PSM |

\*Please note that some Security Groups may have only 1 or 2 levels, This usually means it is a limited permission and/or should be reserved for Department Supervisors/Managers, SPOCs’, and Power Users ***IF*** it is absolutely needed.

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| **Section 2: Security Group Name and Access Level (Select all applicable Groups)** |

\*\*It is recommended that the Advanced Permissions level be used Only for Department Supervisors/Managers, SPOCs’, and Power Users ***IF*** it is absolutely needed.   
The Advanced level permissions allow for updating the Folder status and Deleting from any folder in that group and in that Security group you may have a different department’s folder and right to delete from it, ***this is a Big Security risk****.* \*\* Special Permissions are Highlighted in Yellow.

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| ***Security Group Name*** | ***Security Code and Level*** | ***Folders included/Purpose of*** |
| Building/Permit Inspection | Select Level | AP, BP, EP, MP, PP |
| Building Permit Environmental Inspection Special | Select a Level | - Allowed to insert attempts on certain BP processes |
| Building Plan Review | Select a Level | AUXW, FIRR, FR, GENP, HR, IW, PR, SER, TAPS, VB, W |
| PR Res Delete Conditions | Select a Level | PR |
| Code Enforcement | Select a Level | CC, CE, CV, LF, UR |
| Code Enforcement Admin Support | Select a Level | - Allowed to insert attempts on specific processes |
| Conditions | Select a Level | CD |
| Enterprise Enforcement | Select a Level | ECC, ECL, ECV |
| Fiscal Surety | Select Level | FISC, FSP |
| Images | Select Level | IB, IM, IP, IR |
| Land Use & Development | Select a Level |  |
| Land Use & Development Intake & Case Mgr Special Permissions | Select a Level | - Allowed to insert specific attempts on specific processes |
| Land Use & Development Update Saved Attempt on SSI | Select a Level | - SSI- Allowed to update saved attempt on SSI folder |
| Land Use Review - Power Users | Select a Level | BA, C, C8, DA, GP, LM, NP, RS, SC, SCP, SP, UC, WI, VR, ZC |
| Legal | Select a Level | CL |
| Licensing | Select a Level | LC, OL, OP, TR |
| Maintenance | Select a Level | AFLT, EF |
| Non-Folder Fees | Select a Level | GF, SIF |
| Outreach | Select a Level | PN |
| Permitting Events | Select a Level | SE, FIRE |
| Streets and Spaces | Select a Level | DS, EX, RW, SB, PSM |
| Trust Account | Select a Level | EE, GE, IE, ME, PE |
| People Merge | Select a Level | - Allows user to merge people records |
| Fire Invoice Report Dropdown | Select a Level | - Displays the user in the dropdown to run report |
| Cashier | Select a Level |  |
| Issue Expiry Enable | Select a Level | -Allows User to Edit the Expiry Date on the Folder Tab |

Other (please specify Group Name and Access Level)

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| **Section 2A: Additional Account Configuration and Permissions** |

Is this an account for ‘Inspector’?  Yes  No

Permission to Export Data?  Yes  No

Access to Sensitive Personally Identifiable Information (PII)?  Yes  No

Environmental Inspector Folder Info: (63045) Inspector Name?  Yes  No

Site and Subdivision Construction or Excavation Inspector on EX Folder. Folder Info (76155) Excavation Inspector?  Yes  No

Any Additional Information: