

Submitted		Received via		Requester	
17 March 2022 at 09:47		Mail		Toni Francis <toni.francis@terracat.co.nz>	
Status	Type	Due date	Priority	Group	Assignee
Solved	Task	March 21, 2022	Normal	Service Desk	Jess Beattie

Category

Account Management

Toni Francis

March 17, 2022 at 09:47

Service Category: New Service Request

: CAT

New or Amend Current User: Amend

Start Date (dd/mm/yyyy): 21/03/2022

First Name: Dot

Middle Initial:

Surname: Eaton

Job Title: Parts Interpreter

{Phone:caption}: {Phone:value}

Similar User: Ethan Willets

Branch: Christchurch

Managers Email: toni.francis@terracat.co.nz

Type: Permanent

End Date (If known):

=====

System Access

{New Role:caption}: {New Role:value}

{NAXT Position:caption}: {NAXT Position:value}

Other Applications: CWS SIS Web

NAXT: Yes

{Similar Job Function NAXT:caption}: {Similar Job Function NAXT:value}

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Hardware

{Hardware Type:caption}: {Hardware Type:value}

Additional Notes: Dot will be transferring into the parts team. Can you please update her user, without removing her current access. As she will still assist in helping/training with her current role for a while.

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Requester Information

Requester Name: Toni Francis

Requester Email: Toni.Francis@terracat.co.nz

{Requester Phone:caption}: {Requester Phone:value}

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Jess Beattie March 21, 2022 at 11:45

Internal note

Copy groups over from Ethan - done
Change title on account - done
Change position title - done
Change manager - done
Change worker fields to match Ethan's - done

Jess Beattie March 21, 2022 at 11:46

Hey Toni,
Dot's account has now been amended and I have left her current access added
Kind regards,
Jess Beattie

Service Desk Analyst - Terra Cat
24 Amyes Road, PO Box 16168, Christchurch, 8042
P: 08000 95 95 98 E: Jess.Beattie@terracat.co.nz W: terracat.co.nz

Jess Beattie March 21, 2022 at 11:49

Internal note

Naxt user roles - Done