**PlanView User Request Form (PURF)  
V5.0 – Susie Kelly, Sept, 2015**

By default, all GTO resources in PlanView given the User role of Time Reporter, granting access only to their personal timecard.

The User role of Project/Resource Manager allows changes to project schedules and resource assignments. This role is available to people with direct reports and members of a PMO.

User role Information Viewer provides Read-Only access to individual resources and projects and is used primarily for access from outside GTO.

Higher level of access to allow creation and deletion of projects is available only with approval from your GTO Development VP. If you require this access, please have your VP submit the request.

To request a user account, please provide the following information:

|  |  |  |
| --- | --- | --- |
|  |  | **Instructions** |
| Requesting Manager | Reuven Kishon | Yoni Rinder |
| New User | Reuven Kishon | Yoni Rinder |
| New User's Login | Reuven\_k1 | YONIR1 |
| Requested User Role | Time Reporter | Time Reporter |
| **Important**: Describe, briefly, the New User's duties in PlanView | Enter timecards | |