**APPLICATION FOR ACCESS TO WMS FOR NEW USERS AT AN EXISTING SITE**

|  |
| --- |
| **Purpose:** To register and administrate all WMS users  Section A and B must be completed by the new user.   * **Please liaise with your Supervisor and the WMS Super User in your office to be able to indicate the tasks that you will be doing on WMS.** * **Ask your WMS Super User to log a call for a new WMS access @ #WMS DWAF Calls and add this document as an attachment.** |

**SECTION A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | | |
| Title |  | | | | | |
| Initials |  | | | | | |
| First Name(s) |  | | | | | |
| Rank |  | | | | | |
| Region and Location |  | | | | | |
| Access to local server, Remote Desktop or both |  | | | | | |
| Contact Telephone Number(s) |  | | | | | |
| E-mail address |  | | | | | |
| Log in User Name |  | | | | | |
| Log in Password |  | | | | | |
| Office where WMS must be installed |  | | | | | |
| PC Number (DWAF Asset Number) |  | | | | | |
| What must be installed on the PC | **MM** |  | **WRM** |  | **Arc View** |  |
| Functional Area e.g. WQM; Geo Hydrology etc. |  | | | | | |

**SECTION B**

**WMS User Roles** (More than one role is possible)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Data Owner |  | Senior Manager |  | Super User |  | IT Specialist |  | WMS Operational Manager |  |
| Data Administrator |  | Monitoring Programme Administrator |  | Sample Administrator |  | Result Administrator |  | Data Capturer |  |
| GIS Capturer |  | Specialist Data Capturer |  | Sampling Material supplier |  | User: Queries, Assessments, Reports |  | Other: (list) |  |

**SECTION C**

**Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Super User (WMS Representative) | Name: |  | Date: |  |

**SECTION D**

**For Office Use**

|  |  |  |  |
| --- | --- | --- | --- |
| URS Number: |  | Date: |  |
| New WMS User Name / Code |  | Password |  |
| Name of live database User is connecting to |  | Server Type (Winterm / Server) |  |
| Inform WMS Super User and User of New User code and Password | | |  |
| Verify that User can Connect and is up and running | | |  |
| Responsible Person |  | Implementation Date |  |
| User Acceptance and Call Closed | | |  |