

## KARATINA UNIVERSITY ICT DIRECTORATE

## ERP USER RIGHTS APPLICATION FORM

## **USER INFORMATION**

FULL NAME:	PF. NUMBER:				
EMAIL ADDRESS	DEPARTMENT				
REASON FOR ACCESS	DATE AND SIGNATURE				
If ERP, Please tick the Access Rights requested at the back of this for	rm				
COMMENT BY DEAN/ HEAD OF	DEPARTMENT/ HEAD OF SECTION				
NAME:	DATE:				
RECOMMEND OR DECLINE	SIGNATURE				
COMMENT BY REGISTRAR PLANNING AND ADMINISTRATION					
NAME:	DATE:				
APPROVE OR DECLINE	SIGNATURE				
ACTION BY ICT DIRECTORATE					
NAME:	DATE:				
	USER DETAILS:				
COMMENT	USERNAME: PROVINCIAL PASSWORD:				



## SELECT/ TICK THE REQUESTED RIGHTS Modules **Sub-modules** View Edit Add Delete ΑII Finance 1. Student Finance 2. Fixed Assets 3. Cash Management 4. Claims 5. Imprest Management 6. General Ledger 7. Payroll 1. Planning Procurement 2. Order Processing 3. Inventory and Costing Student Management 1. Admissions 2. Class Management 3. Alumnae 4. Timetable 5. Student Welfare Exam Management 1. Exam Processing 2. Exam Reports 3. Exam Preparation 1. Catering Store Catering 2. Daily Menu 3. Sale Points Hostel 1. Room Allocation 2. Room Management



2. Appointments 3. Doctors Visit 4. Laboratory 5. Pharmacy 6. Immunizations 7. Referrals  Human Resource 1. Employee Management 2. Welfare 3. Leave Management 4. Staffing 5. Disciplinary 6. Performance 7. Training 8. Recruitment 9. Communication	Hospital	1. Registration		
4. Laboratory  5. Pharmacy  6. Immunizations  7. Referrals  Human Resource  1. Employee Management  2. Welfare  3. Leave Management  4. Staffing  5. Disciplinary  6. Performance  7. Training  8. Recruitment		2. Appointments		
5. Pharmacy 6. Immunizations 7. Referrals  Human Resource 1. Employee		3. Doctors Visit		
6. Immunizations 7. Referrals  1. Employee		4. Laboratory		
7. Referrals		5. Pharmacy		
Human Resource		6. Immunizations		
Management  2. Welfare  3. Leave Management  4. Staffing  5. Disciplinary  6. Performance  7. Training  8. Recruitment		7. Referrals		
Management  2. Welfare  3. Leave Management  4. Staffing  5. Disciplinary  6. Performance  7. Training  8. Recruitment	Human Resource	1. Employee		
3. Leave Management  4. Staffing  5. Disciplinary  6. Performance  7. Training  8. Recruitment				
4. Staffing 5. Disciplinary 6. Performance 7. Training 8. Recruitment		2. Welfare		
5. Disciplinary 6. Performance 7. Training 8. Recruitment		3. Leave Management		
6. Performance 7. Training 8. Recruitment		4. Staffing		
7. Training  8. Recruitment		5. Disciplinary		
8. Recruitment		6. Performance		
		7. Training		
9. Communication		8. Recruitment		
		9. Communication		
Transport 1. Transport Requisition	Transport	1. Transport Requisition		
2. Maintenance		2. Maintenance		
3. Fuel Request		3. Fuel Request		
4. Process		4. Process		

Applicant Name:	_Signature:	_Date:
Dean/ Head of Department:	Signature:	Date:
Allocated by (ICT Staff):	Signature:	Date: