



RESOURCE LIBRARY - IT TECHNOLOGY Hotel System Acces Request Form

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EDITION: 1

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Hotel System Access Request Form

Personal Particulars

Name:(Chinese)

Last Name:(English)

First Name:(English)

Department

Position

Extn. Number: _____

Date of Birth: _____ (mm/dd/yyyy) Hire Date: _____ (mm/dd/yyyy)

Please put a "V" in a appropriate box

1. EMAIL REQUEST

- ☐ YES
☐ NO
☐
☐
☐
☐
☐

2. INFRASYS POS SYSTEM

- ☐ CASHIER
☐ CASHIER LEADER
☐ F&B STAFF
☐ F&B CAPTAIN
☐ F&B MANAGER
☐ COST CONTROL
☐ NIGHT AUDITOR

3. ACCOUNTING SYSTEM

- ☐ FC/AFC/CA
☐ GL
☐ AP
☐ AP SUPER
☐ POSTING ONLY

HR SYSTEM

Please put a "V" in a appropriate box

4. OPERA SYSTEM

- ☐ AR
☐ BC
☐ CREDIT
☐ DM/FO AM
☐ EXEC HSK
☐ FO Mgr
☐ FO REC/CAS
☐ FO SUPER
☐ GEN CASH
☐ HEADCON

- ☐ HOUSEKEEP
☐ INC AUDIT
☐ NIG AUDIT
☐ POST ONLY
☐ RES AGENT
☐ RES AM/SUP
☐ RES MGR
☐ TLSVC
☐ VIEW ONLY

5. MATERIAL CONTROL SYSTEM

- ☐ F&B
☐ GS
☐ GG
☐ ENG

} Store

- ☐ PURCHASING
☐ COST
☐ STORE
☐ RECEIVING
☐ KITCHEN

} Rights

5. RESERVATIONS

- ☐ RSVN_AGENT
☐ RSVN_SUPER
☐ RSVN_MGR
☐ TLSVC
☐ VIEW
☐ FO

/Remarks

(Dept/Div.Head)

(EAM - FB/ROOMS)

IT SYSTEM MGR.

IT System Office

Requested by Date

Approved by Date

Checked by Date

Done by Date