

	USER ACCESS REQUEST FORM [UAR] FOR ANGKASA LIBRARY MANAGEMENT SYSTEM Sains Call Centre(24 x 7) Tel: 1-300-88-7246, Fax: 082-442522, Email: callcentre@sains.com.my , Online: http://Callcentre.sains.com.my	Document No : FRM-CM-SB-22
		Revision No : 0
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Please fill in this form and submit to the SAINS Branch Office. Allow 3 days from date of receipt for account to be activated. You will be notified when the activation is completed. For request involving multiple 10 users, please fill in one User Access Request Form and attach a name list.

1. User's Details							
Name :							
LibraryNet No :						(ignore if new user)	
Job Function :						(e.g. Cataloger, acquisition)	
Library :							
Requested By :				Date Requested :			
Signature & Company Stamp							
2. Request Type (please check one only)							
New User Account				Changes			
				Void User Account			
3. Enter "A" for <u>Add</u> and "D" for <u>Delete</u> if new user or changes :							
Acquisition user		Acquisition Admin		Cataloging Admin		Cataloging user	
Circulation user		Circulation Admin.		EDDP user		EDDP Admin	
ILL Officer		LibraryNet Q&A Admin		Member Mgmt Admin		Member Mgmt user	
Internet Charging User		Library Admin		Online database Admin		Stock Checking	
Serials Admin		Serials user		Management (reports only)			
4. For SAINS' Personnel Only							
Date Received :				Received by :			
Action by :				Date notify requestor :			
Reference No :				Remarks :			

ACCEPTANCE BY USER			
Name :		Contact Number :	
Designation :		Signature :	
Section / Dept :		Date Accepted :	

Sarawak Information Systems Sdn. Bhd. (Company No : 213181-W)

Headquarter Address : 3 rd Floor Wisma Bapa Malaysia 93502 Kuching, Sarawak Tel : 082-444199 Fax : 082-444211	Branch Office Address : SiliconNet Technologies Sdn Bhd Lot 369, Block 10, KCLD Jalan Tun Ahmad Zaidi Adruce 93150 Kuching, Sarawak Tel : 082-234008 Fax : 082-232008
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