

MAGNA REQUEST FOR LOGIN AND PERMISSIONS

NEW
CHANGE

FAX 866-752-3073

Requested/Approved By: _____/_____ Date: _____ Resort: _____

Login (ex. jamesf): _____ **Employee number:** _____

If new user, full name, title, extension # & office/area (i.e. contracts, mortgages, etc.):

Create new user menu like old user? _____ Employee # _____ (ex. make johnp like heleng #22)

Create new user permissions like old user? _____ Employee # _____ (ex. make johnp like heleng #22)

MENU

PERMISSIONS

Add	Remove	Menu Items/Module	Look	Update	Add	Delete	Web Rpts
Items marked with ★ should be reserved for Managerial Admin Staff							
_____	_____	Telemarketing	_____	_____	_____	_____	_____
_____	_____	Booking	_____	_____	_____	_____	_____
_____	_____	Tour Registration	_____	_____	_____	_____	_____
_____	_____	Tour Registration Admin★	_____	_____	_____	_____	_____
_____	_____	Sales & Contract Processing	_____	_____	_____	_____	_____
_____	_____	Action Notice★	_____	_____	_____	_____	_____
_____	_____	Gifting	_____	_____	_____	_____	_____
_____	_____	Premium Inventory Control (gifts)★	_____	_____	_____	_____	_____
_____	_____	Contract Verification	_____	_____	_____	_____	_____
_____	_____	Salesperson Commissions★	_____	_____	_____	_____	_____
_____	_____	OPC Payroll★	_____	_____	_____	_____	_____
_____	_____	Employee Maintenance★	_____	_____	_____	_____	_____
_____	_____	Closing & Funding Activities	_____	_____	_____	_____	_____
_____	_____	Mortgage Receivables	_____	_____	_____	_____	_____
_____	_____	Maintenance Fees & Funding Taxes	_____	_____	_____	_____	_____
_____	_____	Owner Referral	_____	_____	_____	_____	_____
_____	_____	Inventory (units)★	_____	_____	_____	_____	_____

MAGNA OFFICE USE

TSR # _____ Tech _____ Recieved _____ Completed _____