**New Employee Details:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Hardware Needs (please check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Windows Desktop |  | Monitor(s) **1 2** |
|  | iMac |  | Speakers |
|  | MacBook |  | Keyboard |
|  | Windows Laptop |  | Mouse |
|  | Phone |  | Keyfob |
|  | Personal Scanner |  | Other |
|  | Personal Printer |  |  |
|  | Docking Station |  |  |

**Software Needs (please check all that apply):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Sage Software |  | Fusion Register |  | Adobe Illustrator |
|  | **Role: Customer Service** |  | Fusion Reports |  | Adobe Photoshop |
|  | Scanco Dashboard |  | Fusion Discovery |  | Adobe InDesign |
|  | Starship Client |  | Fusion Admin |  | Hightail Express |
|  | Starship Dashboard |  | Fusion Security |  | Corel |
|  | Crystal Reports |  | Fusion POSASI |  | Parallels |
|  | Sage Exchange/Paya |  | Sage Intelligence Report Viewer |  | Office 365 Standard |
|  | TeamViewer |  | Sage Intelligence Report Manager |  | Office 365 Premium |
|  | Email: Outlook (SimplySouthern.com) | | |  | VPN |
|  | Email: G Suite (SimplySouthernStores.com) | | |  |  |

**Mapped Networks/Devices (please check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sage S:\ (SS-Sage01) |  | NAS |
|  | DC01 J:\Company |  | SecurePrint |

**Distribution Lists (please check all that apply):**

|  |  |
| --- | --- |
|  | Add to Phone group: (IE: Accounting) |
|  | Add to Email group: (IE: Support) |
|  | Other |

**Notes/Other:**

|  |  |
| --- | --- |
|  |  |

**IT Use ONLY**

|  |  |  |
| --- | --- | --- |
|  | **Email:** | **Password:** |
|  | **Windows User:** | **Password:** |
|  | **Sage User:** | **Sage Password:** |
|  | **Extension:** | **Pin** |