

FLEETSCAPE - Access Authorisation Form

Nominated Officer (the officer requiring Fleetscape access)			
Title: Given name:		Surname:	
Email:		Work title:	
Department		Region / District	
Postal Address			
Phone: ()		Fax: ()	
Does this officer replace another Fleetscape user? Yes / No		Username of officer to have Fleetscape access removed:	
Fleetscape access required / updated: New User? Y / N If No, please provide existing username:			
Fleetscape modules required:			✓
Vehicle Selection	Ordering Officer (Operational Officer)	Order replacement or additional vehicles to meet departmental service deliverables. (View lease rates, vehicle and fleet information, obtain quotations)	
	Authorising Officer Level 1	Has delegation to authorise replacement and additional vehicles. Reviews, approves or denies vehicle selection orders and exercises financial delegation for the department	
	Authorising Officer Level 2	Has final delegation to authorise replacement and additional vehicles. Reviews, approves or denies vehicle selection orders and exercises financial delegation for the department	
	Policy Manager (Dept)	Management and creation of policies to match departmental service deliveries and fleet outcomes. CAN ONLY BE A DEPARTMENT OFFICER	
Vehicle Returns	RVIR (return agents only)	Access to Vehicle Returns	
FBT	BASIC user	Enter Full Log, Private Log Only, Expenses (Will provide read-only access to forecasting, vehicle utilisation and all other reports)	
	ADVANCED user	Full access including: set calculation parameters, perform calculations, lock down entries, monitoring and reporting	
Nominated Client Range <i>(List client code numbers, Business Groups or names of districts /regions that you require access to.)</i>			
Nominated Officer's Declaration			
<i>I agree that:</i>			
<ol style="list-style-type: none"> 1. The personal information contained in, or collected for input into, Fleetscape is confidential and I will maintain the confidentiality of this personal information. 2. I will manage personal information contained in, or collected for input into, Fleetscape in accordance with Information Standard 42: Information Privacy (IS42). A copy of IS42 can be downloaded from the Internet at: http://www.governmentict.qld.gov.au/02_infostand/index.htm 3. QFleet has the right to withdraw my access to Fleetscape at any time for any reason without notice to me or consultation with me. 4. If nominating as Authorising Officer, I declare I have the financial delegation to approve lease expenditure on behalf of the Department. 			
Nominated Officer's Signature:			Date:
Authorising Officer's Declaration <i>I authorise the Nominated Officer to have access to Fleetscape on the terms set out in this form</i>			
Title: Given name:		Surname:	
Department Email:		Work title:	
Phone: ()		Fax: ()	
Authorising Officer's Signature:			Date:
FAX BACK TO QFLEET 3224 6242			
Office Use Only: Distribution & Authorisation			
Business Groups to access:			
1	Endorsing Officer:		Date:
2	Actioned by:		Date:
3	Client Username:		Emailed : YES / NO