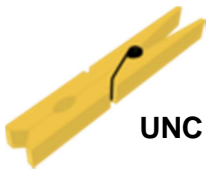


The University of North Carolina at Chapel Hill

# UNC Laundry Ticket


Granting Access Quick Guide

Smith, Sharon (Enterprise Applications)  
7/14/2014




## Granting User Access

### Ticket Creator

1. Go to the Users/Contacts Tab
  - a. Check the list for the person
  - b. If they are listed there go to step 3
  - c. Click “Create New Contact” and enter the person’s Onyen
  - d. Add/Update the data as necessary
  - e. Save the data
2. Click the browser’s refresh button  (this is usually what it is but may be different depending on the browser. This will update the User/Contact lists on all the forms
3. Go to the Privileges Tab
  - a. Find the person in the list of users/contacts
  - b. Grant “User Access” for the appropriate UNC Laundry Number
4. You Are Done

### Department/Billing Contact

1. Go to the Users/Contacts Tab
  - a. Check the list for the person
  - b. If they are listed there go to step 3
  - c. Click “Create New Contact” and enter the person’s Onyen
  - d. Add/Update the data as necessary
  - e. DO NOT click the Billing Contact check box now. It will not save yet
  - f. Save the data
2. Click the browser’s refresh button  (this is usually what it is but may be different depending on the browser. This will update the User/Contact lists on all the forms
3. Go to the Privileges Tab
  - a. Find the person in the list of users/contacts
  - b. Grant “Dept User Access” for the appropriate UNC Laundry Number
4. Go back to the Users/Contacts tab
  - a. Find the person in the list of users/contacts
  - b. Check the Billing Contact check box now
  - c. Save the data
5. **Notify Marc Baker or Sharon Smith** to update the Contacts on the Laundry Accounts page.
  - a. Make sure you send them the UNC Laundry Number and the person’s name as it appears in the list

After the person is in the Contact list on the Laundry Account form they will show up in the Billing Contact drop down box on the Ticket Creation form