ODBC
Super User Access Document

sage

Date: _____

Super User Access

Due to the nature of the ODBC Access, we need to take the necessary precautions to protect both parties. The ODBC Login password (Live and copy systems if needed) gives the Super user full access to the ODBC Configuration tool for as long as the user is with the company. The ODBC Super user has the following privileges:

- Apply changes for all ODBC users after VIP updates or when necessary.

- Adding and deleting of old and new ODBC users.

- Applying changes to different directories if reports needs to be generated from a previous period.

By signing this document, I take full responsibility:

- To arrange a stand in Super user if the Super user is not in the office.

- Confirmation via Email from Super User before assistance. Before assisting the Super user, we will request an email from the Super user which confirms there is a problem with their login password and it needs to be reset.

- To notify the ODBC Support desk if there is a Super user change. If the Super user is no longer in the company, VIP/ODBC needs to be informed so that the new Super user can be setup and the new Super user Access Document will need to be completed for the user.

- New ODBC Users. The Super User will add the new user on the ODBC configuration Tool. The Super user will email ODBC to inform them of the new users' Name, Surname and email address MUST give us permission to install ODBC and apply changes with them. The security is then minimised as the Super user already gave the user access to the correct companies on their side.

Authorisation:

I, _____ (**Manager**), grant _____
(**Super User's Name & Surname**) permission to be the ODBC Super user.

_____   _____
Name & Surname (**Direct Manager**)   Signature

_____   _____
Name & Surname (**Super user)**   Signature

Company Name: _____

Site Code: _____   Contact No: _____