

QWIC, CLAIMS and QCIVIL Access Application - Internal

Email to: service.centre@justice.qld.gov.au or Fax to: (07) 322 58429 - Courts Service Centre contact phone number: (07) 323 90222

ADD a user - complete Sections A, C, D & E MODIFY a user - complete Sections A, B, C, D & E DELETE a user - complete Section A

SECTION A: Applicant's Details

| | | | |
|------------------------------------|----------------------|---------------------------|----------------------|
| Surname: | <input type="text"/> | Given Names: | <input type="text"/> |
| E-mail address: | <input type="text"/> | | |
| User ID: | <input type="text"/> | Position/Classification: | <input type="text"/> |
| Full Phone Number: | <input type="text"/> | Extension: | <input type="text"/> |
| Primary Location: | <input type="text"/> | Fax Number: | <input type="text"/> |
| Roaming Location(s): | <input type="text"/> | | |
| Date Access/Modification Required: | <input type="text"/> | Release/Termination Date: | <input type="text"/> |

SECTION B: Officer Moving Locations

| | | | |
|--------------|----------------------|------------|----------------------|
| Moving From: | <input type="text"/> | Moving To: | <input type="text"/> |
|--------------|----------------------|------------|----------------------|

SECTION C: QWIC Access Required: (Ensure all boxes are ticked for the user's complete required access, not just the updates/deletions)

| | | | |
|------------------------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Base Registry | <input type="checkbox"/> Account Management | <input type="checkbox"/> Registry Read Only | Court Type: <input type="checkbox"/> Supreme Court <input type="checkbox"/> Childrens Court (Magistrates) <input type="checkbox"/> District Court <input type="checkbox"/> Childrens Court (Judge) <input type="checkbox"/> Magistrates Court |
| <input type="checkbox"/> Cashiering | <input type="checkbox"/> Financial Supervisor | <input type="checkbox"/> Associate Read Only | |
| <input type="checkbox"/> Cashiering Supervisor | <input type="checkbox"/> Listings | <input type="checkbox"/> Manager (RD Staff) | |
| <input type="checkbox"/> Post Court Management | <input type="checkbox"/> Statistics | | |

SECTION D: CLAIMS access required for Magistrates Court Staff only

| | | | | | |
|------------------|---------------------------------------|-------------------------------------|------------------------------------|-----------|----------------------|
| Access Required: | <input type="checkbox"/> Enquiry only | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Registrar | Comments: | <input type="text"/> |
|------------------|---------------------------------------|-------------------------------------|------------------------------------|-----------|----------------------|

SECTION E: QCIVIL Access Required: (Ensure all boxes are ticked for the user's complete required access, not just the updates/deletions)

| | | | |
|-------------------------------------------|----------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Enquiry Registry | <input type="checkbox"/> Supervisor Registry | <input type="checkbox"/> Judicial Officer | Court Type: <input type="checkbox"/> Supreme Court <input type="checkbox"/> District Court |
| <input type="checkbox"/> General Registry | <input type="checkbox"/> Registrar | <input type="checkbox"/> SRB (Read Only) | |
| | | <input type="checkbox"/> CPRU (Read Only) | |

LAN Administrator Approval:

I, LAN Administrator/Registrar for certify that the user requires access as stated above, in accordance with the QWIC Security policy.

Signature: _____ Date:

Court Service Centre use only:

1. The LAN Administrator's details have been checked against the LAN Administrator's Register.
2. The QWIC, CLAIMS and QCIVIL profile has been created/modified as above.

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Signature: _____ Date:

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