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| **Basisdaten**  |
| **Vorname** |  |
| **Nachname**  |  |
| **Abteilung**  |  |
| **Vorgesetzter** |  |
| **Eintritt** |  | **Austritt** |  |

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| **Kontaktdaten**  |
| **Durchwahl** |  |
| **E-Mail-Adresse** |  |
| **Rufnummer Mobil** |  |

# Zugriff Übernahme

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| **Übernahme | Person in Basisdaten erhält die identischen Rechte wie folgende Person im Unternehmen** |
| **Person** |  |

# Zugriff individuell

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| **Software**  | **Kein****Zugriff** | **lesen** | **schreiben** | **Datum letzte Änderung** | **Bemerkung** |
| **Outlook** | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Lexware** | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **WIKI** | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Sage** | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **CRM** | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Software**  | **Kein****Zugriff** | **User** | **Admin** | **Datum letzte Änderung** | **Bemerkung** |
| **Buchhaltung** | [ ]  | [ ]  | [ ]  |  |  |
| **Transfer** | [ ]  | [ ]  | [ ]  |  |  |
| **Puplic** | [ ]  | [ ]  | [ ]  |  |  |
| **Geschäftsleitung** | [ ]  | [ ]  | [ ]  |  |  |
| **QM** | [ ]  | [ ]  | [ ]  |  |  |
| **Vertrieb** | [ ]  | [ ]  | [ ]  |  |  |
| **Produktion** | [ ]  | [ ]  | [ ]  |  |  |
|  | [ ]  | [ ]  | [ ]  |  |  |

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| **Bemerkung**  |
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| **Freigaben**  |
| **Antragsteller** |  | Datum |  |
| **Freigabe**  |  | Datum |  |
| **Umsetzung IT** |  | Datum |  |