



INTERNAL MEMORANDUM

THE RECORDS MANAGER

APPLICATION FORM FOR AMENDMENTS AND ADDITIONS TO THE JTRACK FILE TRACKING SYSTEM

A. APPLICANT DETAILS:

DIRECTORATE: SUB-DIRECTORATE:

NAME: SURNAME:

PERSAL NUMBER:..... TELEPHONE NUMBER:.....

FLOOR NUMBER:..... OFFICE NUMBER:.....

B. PLEASE ASSIST ME WITH THE FOLLOWING:

- CREATE NEW USER
- INSTALL JTRACK ON MY COMPUTER
- GIVE TRAINING TO STAFF MEMBER (Indicate date and time)
- RESET PASSWORD
- TRANSFER STAFF MEMBER TO NEW DIRECTORATE (Complete section C for additional information)
- DE-ACTIVATE ACCESS OF USER FROM JTRACK SYSTEM (Indicate date of de-activation)

C. TRANSFER JTRACK USER TO NEW DIRECTORATE:

DIRECTORATE: SUB-DIRECTORATE:

FLOOR NUMBER: OFFICE NUMBER:

SIGNATURE OF APPLICANT _____
DATE

Request approved / not approved

SIGNATURE AND RANK (Assistant Director or Higher) _____
DATE