

User Application Form ERASPACEPOS | POS BE

Anda dapat mengunduh file formulir yang diperlukan untuk form request application ERASPACEPOS | POS BE melalui tautan berikut.

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| | | | |
|--------------------|---|-------------------------|---|
| First Name * | 1 | Last Name * | 2 |
| Department | 3 | Employee Number (NIK) * | 4 |
| Company & Location | 5 | Telephone & Ext. | 6 |
| Email * | 7 | | |

8 Server Environment *

☐ Production ☐ Testing ☐ Development

9 Changes Classification *

☐ New User ID ☐ Change Authorization ☐ Delete/Inactive User ID

10 Valid Until : _____

11 Reason for access & Purpose *

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12 System Name *

☐ POS Online Eraspase ☐ POS Offline Eraspase ☐ POS Backend

| Responsibility * 13 | Store Code * 14 |
|---------------------|-----------------|
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Terms and Conditions Governing Access to Erajaya Group Companies Computing Facilities

- Every user account will be issued a temporary password. The temporary password of the user account will automatically expire the first time the user logs into the system. The user will be required to key in a new password of his / her choice when the password has expired.
- If the password(s) is / are exposed or suspected to be exposed to any other person(s), the user shall immediately change the password(s) OR immediately notify his/her local IT Security Administrator to instruct for changes in password(s). In addition, any tampering of passwords or attempts to guess passwords is strictly prohibited. Unattended workstation must be secured with password-protected screen-saver.
- The user ID shall be used only during its approved validity period to perform the required job function as authorised. The validity period shall be deemed to expire in the event a user is transferred from current job position, relieved of current duties, go on long leave of absence, expiry of any contractual services and/or upon staff ceasing to be in Erajaya employment. The user and / or his Management shall be responsible for notifying the Security Administrator on the above or changes thereof.
- Erajaya reserves the right to monitor, investigate and record users computing activities. In the event of any suspected or proven violations of these Terms and Conditions. Erajaya reserves the right to revoke any access without prior notice. In addition, Erajaya shall also reserve the right to add, delete or amend these Terms and Conditions accordingly.
- In event, a user does not wish to be bound by these Terms and Conditions, no User-ID will be granted or User-ID will be revoked, whichever is applicable.

I have read, understood and will concur to the terms and conditions as stated above.

15 Signature : _____
Date : _____

| 16 Applicant's Manager * | 17 Human Capital/Resources * |
|---------------------------------|-------------------------------------|
| | |
| Name : Date : | Name : Date : |

) * Mandatory

Attachment from Eraspac Login Form

| NIK <small>4</small> | Full Name <small>18</small> | Email (name@erajaya.com) <small>7</small> | Store Code <small>14</small> |
|----------------------|-----------------------------|---|------------------------------|
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| NO. | Field | Description |
|-----|-----------------------|--|
| 1 | First Name | Nama Depan |
| 2 | Last Name | Nama Belakang |
| 3 | Departement | Departemen karyawan yang request |
| 4 | Employee Number (NIK) | Nomor Induk Karyawan |
| 5 | Company & Location | Company: Asal PT karyawan yang request Location: Lokasi Karyawan |
| 6 | Telephone & Ext. | No Telp/HP |
| 7 | Email | Harus email corporate. Bila belum ada isikan email corporate atasan, sehingga Informasi untuk New User Login dapat dikonfirmasi User ID dan password ke atasannya. |
| 8 | Server Environment | System aplikasi yang digunakan, dicentang berdasarkan kebutuhan <ul style="list-style-type: none"> • Production: LIVE (digunakan oleh user di cabang) • Testing: Untuk training / user • Development: |

| | | |
|----|-----------------------------|---|
| 9 | Changes Classification | <p>Klasifikasi User ID, dicentang berdasarkan kebutuhan</p> <ul style="list-style-type: none"> • New User ID: Untuk request User ID baru <p>Catatan :</p> <ul style="list-style-type: none"> ◦ Karyawan Baru: User mengisi form dengan benar, lalu mengirimkan email ditujukan ke hr.recruitment@erajaya.cor selanjutnya HR yang akan issue ticketing ke IT. ◦ Karyawan existing: User mengisi form dengan benar, lalu mengirimkan email ditujukan ke hr.database@erajaya.com, selanjutnya HR yang akan issue ticketing ke IT. ◦ Bila karyawan yang sudah memiliki hak akses ke system dan sifatnya responsibility/Business Unit/Warehouse langsung issued ke system ticketing seperti selama ini sudah berjalan dengan melampirkan screen capture My Superior pada HRIS atau My Subordinate pada HRIS atau tanda tangan basah oleh HR atau Email Approval by HR. <ul style="list-style-type: none"> • Change Authorization: Untuk request masalah authorization jika sudah memiliki User ID • Delete/ Inactive User ID: Untuk request User ID di non active kan |
| 10 | Valid Until | Masa berlaku User ID |
| 11 | Reason for Access & Purpose | Alasan kebutuhan akses sistem dan tujuan akses |

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|----|-------------------------|--|
| 12 | System Name | Nama system, dicentang berdasarkan kebutuhan |
| 13 | Responsibility | List Responsibility / Menu yang dibutuhkan |
| 14 | Store Code | Diisi berdasarkan kebutuhan akses di kode toko/cabang (Ex: X101- IBOX Lipo Plaza Jember) |
| 15 | Signature & Date | Tanda tangan pribadi dan tanggal form dibuat/diisi |
| 16 | Aplicants Manager | Tanda tangan manager pengisi form |
| 17 | Human Capital/Resources | Tanda tangan HC atau HR |
| 18 | Full Name | Nama lengkap sesuai KTP |

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