



Shared Favorite Folder Request Form

Please complete the following information and we will be happy to process your request as soon as possible.

Name of Requestor:

Date: mm/dd/yyyy

Phone Number: with area code

Email:

Department:

[Request] Shared Folder Name:

Example: Student Health Ctr - Custodial Supplies

Intended Purpose of Shared Folder:

1. List names of Requisitioners that should have access to this shared folder.
2. Indicate **one** type of access for each cardholder by marking an "X" in the **Read Only**, **Editor** or **Administrator** column. Only 1 access type for each Requisitioner.

Last Name	First Name	Read Only Access	Editor Access	Administrator Access
<i>Example:</i> SMITH	MARY A.		X	

Read Only Access – Requisitioner can access and view Shared Favorites, and add items to their cart (no edit or add/remove rights).

Editor Access – Requisitioner can access, view and add items/edit items in the Shared Favorites Folder.

Administrator Access – Requisitioner can view, edit, add to Shared Favorites Folder and create shared subfolders. Permissions also include granting Read Only and Editor access to others.

Submit completed form to the eCommerce Team.

Scan/email form to: Barbara Niemand bnierend@uci.edu

Fax form to: (949) 824-4115

Questions? (949) 824-4040, Option 1