public works
Department:
Public Works
REPUBLIC OF SOUTH AFRICA

iE-Works
Integrated Asset Management System

REF #: Obtained from SITA Call Center

1. Personal Details			
First Name			
Surname			
Persal Number			
ID Number			
Office			
Directorate			
Office Number			
Telephone			
Email			
Start Date	YYYY / MM / DD		
End Date (*For Temporary Access*)	YYYY / MM / DD		
2. Request	New User Registration?	Profile Change?	Password Reset / Re-Activate Access?
Tick Appropriate Option	☐	☐	☐
Username (*Existing Users Only*)			

3. Profiles - Roles	
☐ User	☐ Executive

4. System Environment	
☐ Training	☐ Production (Live)

5. Modules and Functions – (*Tick Profile Under Relevant Module*)

PROFILE	**Asset Register**	**Disposal**	**Debtors**	**Leasing**	**Supplier Maintenance**	**P A Y M E N T S**		
						Rates	**Municipal Services**	**Gardening, Security, Day to Day, Cleaning, Rental**
View	☐	☐	☐	☐	☐	☐	☐	☐
Capture	☐	☐	☐	☐	☐	☐	☐	☐
Verify	☐	☐	☐	☐	☐	☐	☐	☐
Authorise	☐	☐	☐	☐	☐	☐	☐	☐

6. Motivation for Changes & Additions

7. Applicant Signature			
Signature			YYYY/MM/DD
8. Approved By: Director / Regional Office – Head of Section / Manager at Provincial Office			
Position	Name	SIgnature	YYYY/MM/DD
9. Provincial / Regional Coordinator			
Position	Name	SIgnature	YYYY/MM/DD

Administrator Signature (Head Office National Use Only)		
Name	Signature	YYYY/MM/DD

Executive Grouping:

- ***Ministry***
- ***DG***
- ***DDG***
- ***CD***
- ***HOD***

Completed forms should be emailed and/or Faxed to the following Contact Persons:-

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