

Auto Report Request Controls

Please fill on the blanks below for requesting configuration of Auto Report generation from **ePortal / Report System** to Internal users and / or External users.

After filing up the form, please let your manager-in-charge and IAO (Information Asset Owner) sign, and submit to person-in-charge of information security or IAC (Information Asset Custodian).

Name of the Report:				
Effective Date:				
Requesting user:				
Section / Dept.:				
Shipping Line:				
Add email ids for Internal users (separated by coma or semi colon):				
Add email ids for External user (separated by coma or semi colon):				
Remove email ids:				
Frequency for Auto Generation:	Hourly <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Time for Report Generation:(HH:MM)				

I, _____, acknowledge that I have access to above indicated request in ePortal and Reporting System.

I agree that I will obtain, use or disclose such data only in connection with the performance of my official duties solely for authorized purposes. And I will never ever share my credentials as well, will inform to IT dept. before leaving on Vocation / Exit.

Requested By (User Sign)

Manager-in-Charge

Created & Assigned By
IAC (Information Asset Custodian)

ICT Manager