

PantherExpress User Form Enrollment Summary:

This is meant to outline the user rights needed depending on the type of user registering for the system. It listed the user type and the accompanying roles needed for the users.

New Approver: The permissions needed for anyone enrolling in the system to approver specialty forms (second signature approver – the person approving someone’s disbursements)

- Approver Role
- Specialty Forms Role

Existing Approver: You’re already a PantherExpress approver, but now will be approving disbursements in PantherExpress:

- Specialty Forms Role

Specialty Forms User: This person will only be responsible for entering disbursements. This person WILL NOT order general goods from the suppliers (goods like office supplies or computers):

- Specialty Forms Role (auto defaults to level 1)

Existing PantherExpress Buyer: This person already has buyer rights in the software, and now be generating disbursement requests.

- Specialty Forms Role (auto default level 1)

Additional User Form information:

- All specialty forms users must have a second signature approver listed on their user profile form. The second signature approver is the person who will be approving the disbursements entered by the specialty forms user.
- It is recommended that Approvers also provide the name of a Second Signature approver when enrolling in the system.
- All user forms enrolling a person into PantherExpress for Specialty Forms access must be signed by the person’s supervisor and the RC.
- Any user form enrolling someone as an Approver requires the RC Signature.
- Any forms that do not contain the correct signatures will be returned to the department.
- The forms go through a lengthy process to have the users enrolled in the system. The forms are reviewed by three departments prior to the enrollee gaining access to the system. It may take one to two weeks to complete the process.