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graph TD
    Start([Submit the request]) --> D1{Employee termination?}
    D1 -- Yes --> N1([Notification to terminate])
    N1 --> E1([Ticket status: Access terminated])
    D1 -- No --> D2{Training complete?}
    D2 -- No --> C1[Complete training]
    C1 --> D2
    D2 -- Yes --> N2([Notification to approve request])
    N2 --> D3{Temp access?}
    D3 -- Yes --> D4{Approve access?}
    D4 -- Yes --> N3([Notification to enable access])
    N3 --> P1[Provide access details]
    P1 --> D5{Access expired?}
    D5 -- No --> E2([Ticket status: Temp access approved])
    D5 -- Yes --> N4([Notification to end access])
    N4 --> E3([Ticket status: Temp access expired])
    D3 -- No --> E4([Ticket status: Access denied])
    D4 -- No --> E4
    D3 -- Yes --> D6{Approve access?}
    D6 -- No --> E4
    D6 -- Yes --> N5([Notification to enable access])
    N5 --> P2[Enable access]
    P2 --> D5
    P2 --> E5([Ticket status: Access approved])
    P1 --> P3[Disable access]
    P3 --> D5
  
```

The flowchart illustrates the Access Request Process, starting with 'Submit the request'. It branches into 'Employee termination?' (Yes leads to 'Access terminated', No leads to 'Training complete?'). 'Training complete?' leads to 'Complete training' if No, or 'Temp access?' if Yes. 'Temp access?' leads to 'Approve access?' (Yes leads to 'Notification to enable access' and 'Provide access details', No leads to 'Access denied'). 'Provide access details' leads to 'Access expired?' (No leads to 'Temp access approved', Yes leads to 'Notification to end access' and 'Temp access expired'). 'Approve access?' (Yes) leads to 'Enable access' (which leads to 'Access approved' and 'Access expired?') or 'Disable access' (which leads to 'Access expired?').

- Individual process flow for data access reasons:
 - New employee
 - Change in duties
 - Employee termination
 - Temp access
- Links to training requirements
- Integrates with Claromentis Learning
- Notifications and instructions for getting access. This can be changed based on your individual needs
- Records 3 levels of access

- Level 1 - Minimum compulsory training
- Level 2 - Data access required to perform duties
- Level 3 - Data access, temporary basis through the approval process
- Automatic assignments, based on the roles and process responses
- Can be linked to reporting

How to edit existing forms

For more information on editing sections within an infocapture form please take a look through our [beginner guides](#) and [this useful article](#) to help guide you.

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Tags: [access](#), [data](#), [Form](#)