



New Employee Template

Employee First Name: _____

Employee Last Name: _____

Computer Number: _____

Employee Email Address: _____

Share folder(s) do they need access to: _____

What extension are they sitting at? _____

Do they need a direct number (DID)? _____

If so what number? _____

What ring group(s) does that person need to be in? _____

Does employee need Phone Training? _____

Does employee need to Fax from their PC? _____

Does employee need a personal fax number? _____

Anything else this employee needs? _____

Send this document to support@brevall.com

Thank you,

The BrevAll Team