



WMS User Access Checklist Template

User Account Creation & Management

Verifies the process for creating, modifying, and deactivating user accounts adheres to security protocols and company policies.

New User Full Name

Department Assignment

- ☐ Receiving
- ☐ Putaway
- ☐ Picking
- ☐ Packing
- ☐ Shipping
- ☐ Inventory Control

Employee ID

Account Creation Date

Initial Role Assignment

- ☐ Warehouse User
- ☐ Supervisor
- ☐ Administrator

Justification for Role Assignment (if elevated)

Write something...

Approving Manager Signature

Role-Based Access Controls (RBAC)

Confirms that users are assigned appropriate roles and permissions based on their job responsibilities within the WMS.

Role Definition Completeness

- ☐ Complete and documented
- ☐ Incomplete or outdated
- ☐ Not defined

Permissions Assigned to 'Warehouse Supervisor' Role

- ☐ View Inventory Levels
- ☐ Create/Edit Picking Tasks
- ☐ Approve Putaway Orders
- ☐ Generate Reports
- ☐ Manage User Accounts

Consistency of Role Assignments

- ☐ Consistent across all users in similar roles
- ☐ Inconsistent - variations observed
- ☐ Not reviewed

Number of users assigned to each role

Enter a number...

Notes on Role Assignment Anomalies (if any)

Write something...

Password Policies

Ensures compliance with password complexity requirements, expiration dates, and account lockout procedures.

Minimum Password Length (Characters)

Enter a number...

Password Complexity Requirements

- ☐ Uppercase Letters
- ☐ Lowercase Letters
- ☐ Numbers
- ☐ Special Characters
- ☐ Mix of all above

Password Expiration Period (Days)

Enter a number...

Account Lockout Policy

- ☐ Number of failed attempts before lockout
- ☐ Lockout duration
- ☐ Reset method

Last Password Policy Review Date

Enter date...

Notes/Comments on Password Policy Enforcement

Write something...

Privilege Escalation

Audits processes for handling elevated user privileges and temporary access grants.

Number of Users with Admin Privileges

Enter a number...

Procedure for Requesting Elevated Privileges

Write something...

Approval Authority for Privilege Escalation

- ☐ Manager
- ☐ IT Security
- ☐ WMS Administrator
- ☐ Director

Last Privilege Escalation Request Review Date

Enter date...

Justification Required for Privilege Escalation

Write something...

Duration of Temporary Elevated Access (in days)

Enter a number...

Method for granting temporary privileges

- ☐ Direct Assignment
- ☐ Group Membership
- ☐ Automated Workflow

Multi-Factor Authentication (MFA)

Validates the implementation and usage of MFA for user authentication.

MFA Enrollment Status

- ☐ Fully Enrolled
- ☐ Partially Enrolled
- ☐ Not Enrolled

Primary MFA Method

- ☐ SMS
- ☐ Authenticator App
- ☐ Email
- ☐ Hardware Token

Backup MFA Method Available?

- ☐ Yes
- ☐ No
- ☐ N/A

Percentage of Users with MFA Enabled

Last MFA Enrollment Review Date

Enter date...

Notes/Comments on MFA Implementation

Write something...

User Activity Logging & Monitoring

Reviews the tracking and analysis of user actions within the WMS to detect suspicious activity.

Number of Logged-In Users per Hour (Avg)

Enter a number...

Description of Key Logged Activities Monitored

Write something...

Log Retention Period

- ☐ 30 Days
- ☐ 60 Days
- ☐ 90 Days
- ☐ Custom (Specify in Long Text)

Types of User Actions Logged

- ☐ Login/Logout
- ☐ Data Modification
- ☐ Report Generation
- ☐ Configuration Changes
- ☐ System Access

Last Log Review Date

Enter date...

Summary of Recent Suspicious Activity Detected (if any)

Write something...

Access Review & Certification

Checks the periodic review and validation of user access rights to ensure ongoing relevance and necessity.

Last Access Review Date

Enter date...

Review Method

- ☐ Automated Report
- ☐ Manual Review
- ☐ Combined Approach

Number of Users Reviewed

Enter a number...

Summary of Review Findings

Write something...

Review Outcome

- ☐ No Changes Required
- ☐ Access Modifications Made
- ☐ Account Deactivation Recommended

Reviewer Name

Write something...

Next Review Date

Enter date...

Integration Access Control

Verifies access controls for external systems and applications integrated with the WMS.

Integration Type

- ☐ ERP System
- ☐ Shipping Carrier
- ☐ E-commerce Platform
- ☐ Other

Integration System Name

Write something...

Number of Active Integration Users

Enter a number...

Authentication Method

- ☐ API Key
- ☐ OAuth 2.0
- ☐ Username/Password
- ☐ Other

Description of Data Exchange

Write something...

Last Review Date of Integration Access

Enter date...

Data Sensitivity Levels Accessed

- ☐ Public
- ☐ Confidential
- ☐ Restricted