

STANDARD OPERATING PROCEDURE	DBLGROUP IT DEPARTMENT Capita South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	
TITLE	IT Hardware Request and Device Provisioning	Page 1 of 1

APPENDIX – C

Device Provisioning Procedure	
Device Provisioning	<ul style="list-style-type: none"> a. The IT Support Team communicate with end-users to schedule device deployment. b. Configure laptops, desktops, printers, and Wi-Fi access along with necessary software according to organizational standards. a. Host name should be maintained as per TID. (Appendix-F)

IT Hardware Request and Device Provisioning Procedure Authorization	
Approved by:	
Sign & Date	
Authorized by:	
Sign & Date	