

**HOSTNAME : WI652C11032A**
**LOCATION**

 [/] Level : 6  
 [/] Department : Medical Record Dept  
 [/] Room Name : L6-MR-008  
 [/] Room ID : L6-MR-008

**CPU**

 [/] Brand : HP  
 [/] Model : HP ProDesk 400 G4  
 [/] Serial Number : SGH712PD6B  
 [/] Processor Type : i5  
 [/] RAM : 8GB

**MONITOR (for computer only)**

 [/] Brand : HP  
 [/] Model : HP P203  
 [/] Serial No : CNC705055G

**UPS (for computer only)**

 [/] Brand : APC  
 [/] Model : BX1100LI-MS  
 [/] Serial No : 3B1634X07063

**NETWORK**

 [/] Network Port : A.6.1.050  
 Type Port : DHCP  
 IP :

**TAGGING**

 [/] Device In Tag :  
 Need Replacement : No  
 Date Replaced :

**CHECKLIST**
**Computer**

|   |                         |  |
|---|-------------------------|--|
| 1) Empty recycle bin & delete *.tmp/*.dmp   | Yes                     |  |
| 2) Change local admin password  | Yes                     |  |
| 3) Check and Perform :-   |                         |  |
| a) Window updates(latest version)   | Yes                     | 2004                                     |
| b) Microsoft Office 2016 (Make sure activated)  | Yes                     |  |
| c) Software Chrome, PDF Reader, 7 zip & Java JDK v6u45  | Yes                     |  |
| 4) Antivirus SEP V14  |                         |  |
| a) Check and review pattern. State last update  | Yes                     | 03/05/2021                               |
| b) Perform full scanning  | No                      | 23/04/2021                               |
| 5) Run GP update & reboot   | Yes                     |  |
| 6) Check UPS functionality (Switch off wall plug power)                                       | Yes                     |  |
| 7) Antivirus SEP V14  |                         |  |
| a) CPU and FAN (Vacuum and brush the CPU and check the CPU's cooling fan is working)          | Yes                     |  |
| b) RAM (Take out, brush and plug in)  | Yes                     |  |
| c) Mouse and keyboard (Make sure is free of dust and grime. Test the functionality)           | Yes                     |  |
| d) Monitor / Screen (Clean the monitor / screen by using spray cleaner and cloths)            | Yes                     |  |
| e) CD-ROM/DVD Drive(Clean the laser and tray by using CD cleaner disk)                        | Yes                     |  |
| f) Check Cable Tidiness (Make sure the tidiness of cable)                                     | Yes                     |  |
| g) Check connection (Make sure all data cables and power cables are snug in their connection) | Yes                     |  |
| h) Check Signal(Check LED signal of hard-disk, CPU and monitor)                               | Yes                     |  |
| 8) Check Harddisk Storage   | Drive : C               | Used Space : 51.5 GB Free Space : 173 GB |
|   | Drive : D               | Used Space : 148 MB Free Space : 224 GB  |
| Defragmentation   | Analysis Result (%) : 1 | Type : Do not need to defrag             |

**REMARKS**

Nur Asfarina Nasuha : UPS no sound

| SERVICED BY                       | ACKNOWLEDGED BY         | VERIFIED BY                         |
|-----------------------------------|-------------------------|-------------------------------------|
| Nur Asfarina Nasuha<br>04/05/2021 | Kamaliana<br>06/05/2021 | Khairulnizam Mat Kasa<br>25/06/2021 |

NOTE: This PPM Form is computer generated and no signature is required