

HOSTNAME : WI652C11040A
LOCATION

[/] Level : 6
[/] Department : Medical Record Dept
[/] Room Name : L6-MR-013
[/] Room ID : L6-MR-013

CPU

[/] Brand : Dell
[/] Model : Optiplex 3046
[/] Serial Number : 42F51H2
[/] Processor Type : i5
[/] RAM : 8GB

MONITOR (for computer only)

[/] Brand : Dell
[/] Model : E2016H
[/] Serial No : 6FMPD2

UPS (for computer only)

[/] Brand : APC
[/] Model : BX1100LI-MS
[/] Serial No : 3B1634X07069

NETWORK

[/] Network Port : A.6.1.023
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 | 1607 |
| 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 | 26/04/2021 |
| b) Perform full scanning | No | |
| 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 the their connection) | Yes | |
| h) Check Signal(Check LED signal of hard-disk, CPU and monitor) | Yes | |
| 8) Check Harddisk Storage | Drive : C | Used Space : 50.2gb Free Space : 177gb |
| | Drive : D | Used Space : 172mb Free Space : 227 |
| Defragmentation Analysis Result (%) : 0 | Type : Do not need to defrag | |

REMARKS

Mohamad Haziq Fitri : -Device ok. -AV never scan.

| SERVICED BY | ACKNOWLEDGED BY | VERIFIED BY |
|-----------------------------------|-------------------------|-------------------------------------|
| Mohamad Haziq Fitri 27/04/2021 | Kamaliana 30/04/2021 | Khairulnizam Mat Kasa 01/07/2021 |

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