

HOSTNAME : WI652C11022A
LOCATION

[/] Level : 6
[/] Department : Medical Record Dept
[/] Room Name : L6-MR-005
[/] Room ID : L6-MR-005

UPS (for computer only)

[/] Brand : APC
[/] Model : BX1100LI-MS
[/] Serial No : 3B1609X10854

CPU

[/] Brand : Hp
[/] Model : HP ProDesk 400 G4
[/] Serial Number : SGH712PD23
[/] Processor Type : i5
[/] RAM : 8GB

NETWORK

[/] Network Port : A.6.1.028
Type Port : DHCP
IP :

MONITOR (for computer only)

[/] Brand : HP
[/] Model : HP P203
[/] Serial No : CNC7050614

TAGGING

[/] Device In Tag :
Need Replacement : Yes
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 | 26/04/2021 |
| b) Perform full scanning | Yes | 26/04/2021 |
| 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 : 61gb Free Space : 163gb |
| | Drive : D | Used Space : 149mb Free Space : 224gb |
| Defragmentation | Analysis Result (%) : 1 | Type : Do not need to defrag |

REMARKS

Muhammad Syukri : Ups no sound

SERVICED BY	ACKNOWLEDGED BY	VERIFIED BY
Muhammad Syukri 26/04/2021	Kamaliana 04/05/2021	Khairulnizam Mat Kasa 01/07/2021

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