

**HOSTNAME : WI652C11018A**
**LOCATION**

[/] Level : 6  
[/] Department : Medical Record Dept  
[/] Room Name : L6-MR-002  
[/] Room ID : L6-MR-002

**CPU**

[/] Brand : Hp  
[/] Model : HP ProDesk 400 G4  
[/] Serial Number : SGH712PCZG  
[/] Processor Type : i5  
[/] RAM : 8GB

**MONITOR (for computer only)**

[/] Brand : HP  
[/] Model : HP P203  
[/] Serial No : CNC70505TN

**UPS (for computer only)**

[/] Brand : APC  
[/] Model : BX1100LI-MS  
[/] Serial No : 3B1609X10840

**NETWORK**

[/] Network Port : A.6.1.021  
Type Port : DHCP  
IP :

**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                     | 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  | Yes                     | 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 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 : 53.6gb<br>Free Space : 171gb |
|   | Drive : D               | Used Space : 172mb<br>Free Space : 224gb  |
| Defragmentation   | Analysis Result (%) : 0 | Type : Do not need to defrag              |

**REMARKS**

Muhammad Syukri : Ups no sound

| SERVICED BY                   | ACKNOWLEDGED BY         | VERIFIED BY                         |
|-------------------------------|-------------------------|-------------------------------------|
| Muhammad Syukri<br>27/04/2021 | Kamaliana<br>30/04/2021 | Khairulnizam Mat Kasa<br>01/07/2021 |

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