

PHILKOEI INTERNATIONAL, INC.

IT SERVICE LOGSHEET

DATE	DEPARTMENT/ PROJECT	DETAILS OF IT ACTIVITY	DETAILS OF IT ACTIVITY STATUS	
1/5/2015	IT/FMP	Transfer of Work Station	Done	
1/5/2015	FINANCE/CJC	Isuue one unit of Laptop	Done	
1/5/2015	HR/RDP	Scan of Flash Drive	Done	
1/6/2015	FINANCE/CJC	Program Assistance	Done	
1/6/2015	FINANCE/FDM	Internet Connection (Browser)	Connection (Browser) Done	
1/6/2015	HR/AFC	Printing Assistance	Done	
1/6/2015	ENGINEERING/FTT	Upgrade Laptop Memory	Done	Use laptop memory of RFT
1/9/2015	HR/RDP	Email Assistance	Done	
1/22/2015	ENGINEERING/KHM	Computer Assistance	Done	
1/22/2015	ICG/CDV	Computer Assistance	Done	
1/22/2015	HR/AFC	Printing Assistance	Done	
1/26/2015	ICG/AMK	Printer Access	Done	
1/26/2015	ACCOUNTING/AAR	Email Assistance	Done	
1/30/2015	HR/RHC	Printer Access	Done	

Prepared by:

Noted by:

IT Manager

ITD - F - 03	PHILKOEI INTERNATIONAL, INC.	A.		17		
PKII Rev. 01 / 11-24-2014 Page 1 of 1	TECHNICAL SUPPORT FORM		ITD - F - 03		PHILKOEI INTE	ERNATIONAL, INC.
I age 1 of 1		PKI)14	TECHNICAL S	SUPPORT FORM
ame REX CARTER	P Date: January 5, 2015		Page 1 of 1			
	Software Installation	Name FP4	ANGS H. DA	WHIQUE	Date:	: JAN. 05, 2015
] ID	Transfer of Work Station	☐ E-Mail		Software		- OAL 03, 00A
Calling Card	Access to Printer				of Work Station	
Server/File Access	Others (Specify):	☐ Calling 0	Card	Access to		
	Details	-□ Server/F		Others (S)		
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Page 1 of 1	TECHNICAL SUPPORT FORM	PKII	Rev. 01 / 11-24-20 Page 1 of 1	114	TECHNICAL S	SUPPORT FORM
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ame REX CAPTER	A Date: Jan. 6, 2015	Name A	RICHIE PEU	POOR .	Date:	1/5/15
	Software Installation	☐ E-Mail		☐ Software I	nstallation	, ,
	Transfer of Work Station			☐ Transfer o	f Work Station	
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Page 1 of 1				Name Felita N) a D :		Date: To or 2 247
Name Antonette E Cha	Data	: Jan. 6, 2015		E-Mail	laracop	Software Installation	Date: Jan. 06 2015
Timtonette F. Che		. July 0, 2013			-	Transfer of Work Sta	tion
☐ E-Mail ☐ ID	Software Installation			☐ Calling Card	"1	Access to Printer	non
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Employee's Signature		Department Manager	F				·
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	Transfer of Work Station			6	☐ Transfe	r of Work Station	
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Page 1 of 1					PKII	Rev. 01 / 11- Page 1 of 1	-24-2014	TECHN	ICAL SUPF	ORT FORM
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☐ E-Mail	— ρ	Software Installation	1 13	-	Name MARIA	ANGEUNE	KISSES H.	MONTES	Date: 0/	1-22-2014
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☐ Calling Card		Access to Printer			□ ID	457		Transfer of Work St	ation	
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Page 1 of 1			FORIVI	P	NACO CALCOLOGICA	/ 11-24-2014		TECHNICAL SU		
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-Mail		Date: JAN	26, 2015		A .			D	1/00	1.
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PKII ITD - F - 03 Rev. 01 / 11-24-2014 Page 1 of 1		PHILKOEI INTERNATIONAL, INC. TECHNICAL SUPPORT FORM
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PKII Rev. 01 / 11-24-2014 Page 1 of 1	TECHNICAL SUP	TECHNICAL SUPPORT FORM					
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Name Anavie A.	Progra Date:	1/21/15					
E-Mail	Software Installation						
	☐ Transfer of Work Station						
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MANAGEMENT AND THE PROPERTY OF	Details						
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Employee's Signature	De	epartment Manager					