Please print clearly or type into the fields provided. PRINT the form and FAX to VA Client Services Help Desk @ 604-875-4584 or

Scan and email to VA Client Services Helpdesk

1. **Requestor Contact Information** All applicable fields in this section are mandatory HEAT # \*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name \*: **James** | | Last Name \*: **Zhang** | | | Network ID \*: |
| Title: **Sr. DBA** | | Phone # \*: **604-675-4000** | | Email Address \*: **james.zhang@gmail.com** | |
| Site: **601** | Dept: **Database Services** | | Location/Address: | | |

1. **Backup Request Details**

|  |  |
| --- | --- |
| Server Information  Server name \*: **ZVMSQ2K801 and ZVMSQ2K8R2**  IP Address \*:  OS Version \*:  Service Pack Version \*:  X 32 bit  64 bit \* | Application/Software running on server \*: **SQL Server 2008** |
| Backup Selection/Exclusions  Name of File(s), Folder(s) & Volume(s) requiring backup \*:  **Location must include full path, for example:** D:\Backups or All Drives (VCH/PHC standard is to backup All Drives) backup all drives on the two servers.  Name of File(s), Folder(s) & Volume(s) to be excluded from backups \*:  **Location must include full path, for example:** C:\Program Files\Microsoft SQL Server\MSSQL$SDDB\Data | Retry backup job outside of Backup Window?  Yes  No \* |
| Backup Window  Backup Start Time \*: 00:00  Backup End Time (backups MUST end by this time) \*:  E.g. 1600 hrs to 0800 hrs | Was server part of another Backup System?  Yes X No\*  If Yes, what system? \*: |

1. **Server Type \***

|  |  |
| --- | --- |
| Server Type:  Physical  Virtual |  |
| Production | QA/Development |
| X Test | Other Please explain: |

**\* Denotes Required Field**