



NIPPON EXPRESS (INDIA) PRIVATE LIMITED

IT CHECK SHEET

System Admin: PRASANNA SHETTY

Location: Head Office

Check Sheet No: NEIN/CS/90-308

Date: 04/10/2018

1) Power supply

RAW Power Working	YES
UPS Working	YES
UPS Backup time (to be checked weekly once)	5 hours
UPS Preventive Maintenance	NO
(to be checked 3 month once)	NO

2) Server Status (HO only)

Working				NO			
HDD space	Driver	Current	HDD Space	Used	Free Space		
NEIN-BLR1	DRIVE C	78.1	GB	75.0	GB	3	GB
NEIN-BLR1	DRIVE D	195.0	GB	191.0	GB	4	GB
NEIN-BLR2	DRIVE C	149.0	GB	145.0	GB	4	GB
NEIN-BLR3	DRIVE C	149.0	GB	145.0	GB	4	GB
NEINBR_BACKUP1	DRIVE C	99.1	GB	95.0	GB	4	GB
NEINBR_BACKUP1	DRIVE D	1.9	TB	1.896	TB	4	GB
NEINDMSSERVER	DRIVE C	104.0	GB	100.0	GB	4	GB
NEINDMSSERVER	DRIVE D	195.0	GB	191.0	GB	4	GB
NEINFILE_SERVER	DRIVE C	267.0	GB	263.0	GB	4	GB
NEINFILE_SERVER	DRIVE D	756.0	GB	752.0	GB	4	GB
NEINFTP	DRIVE C	267.0	GB	263.0	GB	4	GB
NEINFTP	DRIVE D	756.0	GB	752.0	GB	4	GB
NEINLDS2	DRIVE C	488.0	GB	484.0	GB	4	GB
NEINLDS2	DRIVE D	1.52	TB	1.516	TB	4	GB
NEINLDS3	DRIVE C	111.0	GB	107.0	GB	4	GB
NEINLDS3	DRIVE E	488.0	GB	1.516	GB	4	GB
NEINLND	DRIVE C	150.0	GB	146.0	GB	4	GB
NEINLND	DRIVE D	1.81	TB	1.806	TB	4	GB

Working

NO

HDD space	Driver	Current HDD Space	Used	Free Space
NEINLND	DRIVE E	722.0 GB	718.0 GB	4 GB
NEINLND	DRIVE F	58.5 GB	55.0 GB	4 GB
NEINLOGIAPP	DRIVE C	104.0 GB	100.0 GB	4 GB
NEINLOGIAPP	DRIVE D	195.0 GB	191.0 GB	4 GB
NEINLOGIDB	DRIVE C	106.0 GB	102.0 GB	4 GB
NEINLOGIDB	DRIVE D	279.0 GB	275.0 GB	4 GB
NEINLOGIDB	DRIVE F	99.9 GB	96.0 GB	4 GB
NEINLTS1	DRIVE C	109.0 GB	105.0 GB	4 GB
NEINLTS1	DRIVE D	390.0 GB	386.0 GB	4 GB
NEINSOFT	DRIVE C	146.0 GB	142.0 GB	4 GB
NEINSOFT	DRIVE D	492.0 GB	488.0 GB	4 GB
NEINSOFT	DRIVE E	160.0 GB	156.0 GB	4 GB
NEINTESTSERVER	DRIVE C	267.0 GB	263.0 GB	4 GB
NEINTESTSERVER	DRIVE D	602.0 GB	598.0 GB	4 GB
NEINTESTSERVER	DRIVE E	153.0 GB	149.0 GB	4 GB
NEINTM	DRIVE C	267.0 GB	263.0 GB	4 GB
NEINTM	DRIVE D	756.0 GB	752.0 GB	4 GB
NEINTTSNEW	DRIVE C	104.0 GB	100.0 GB	4 GB
NEINTTSNEW	DRIVE D	195.0 GB	191.0 GB	4 GB
NEINWMSAP	DRIVE C	106.0 GB	102.0 GB	4 GB
NEINWMSAP	DRIVE D	292.0 GB	288.0 GB	4 GB
NEINWMSDB	DRIVE C	106.0 GB	102.0 GB	4 GB
NEINWMSDB	DRIVE D	292.0 GB	288.0 GB	4 GB

3) MPLS VPN

DownTime

(If NO, pls, specify total no. of hours down)

Head Office (TATA)

YES

4) ISP (MPLS VPN) Router

NO

5) INTERNET CONNECTION

Reliance ILL - 50 M

YES

6) Server Backup (HO Only)

NEIN-BLR2

YES

NEINAPPS

YES

6) Server Backup (HO Only)	
NEINBLR1	NO
NEINBLR3	NO
NEINDMSSERVER	YES
NEINFILESERVER	NO
NEINFTP	NO
NEINLDS2	YES
NEINLDS3	YES
NEINLOGIAPP	NO
NEINLOGIDB	NO
NEINLTS1	NO
NEINSOFT	YES
NEINTM	YES
NEINTTSNEW	YES
NEINWMSAP	NO
NEINWMSDB	NO
7) User Emails backup taken (Automatic user backup) (weekly scheduled backup)	NOT APPLICABLE
8) Cisco Router working (HO only)	NO
9) FortiGate 500D Firewall working (HO only)	NO
10) Lotus Notes Server (Working)	NOT APPLICABLE
11) NEWINS Application (Working)	YES
12) Server Room AC (Working)	NO
Temperature Maintained	343 degree
13) Photocopier	
Canon IR ADV 3320 MFD	YES
14) Printer (LaserJet / DOT Matrix	
HP Laserjet 1008	YES
16) Barcode Scanner / Printer	
Zebra ZT220	NO

17) Telephone EPABX / Lines	NOT APPLICABLE
18) CCTV (Working)	NO
Backup (no. of days)	4r4
19) Access Controller (Working)	NO
20) Fire Alarm (Working)	YES
When was last checked	02-Oct-2018
21) Instruction Deduction system (IDS) (Working)	NO
When was last checked	16-Oct-2018
22) Any IT hardware under Repair (Pls. specify)	error
Status or by it will be rectified and put into use.	error
23) Preventive Maintenance (All IT equipment's)	NO
To be done every quater without fail	
If NO, provide reason	rerer
Remarks (If any):	
Testing please ignore mail	