

# IT Installation/ Repair Request Form

Date of Request  
2020-11-10

*[Signature]*  
RAMON ARO  
Local Supervisor/Manager

*[Signature]* 2020-12-16  
DAISUKE NAKAYAMA  
Japanese Department Manager

Name: LOPEZ, WENELITO  
I.D No. 5638  
PC Name/No: TFACO302  
Div/Dep't: STRANDING

Type of Installation	<input checked="" type="checkbox"/> (Entry) (For Install)	<input type="checkbox"/> (Exit) (For Deletion)
<input type="checkbox"/> R-Pics System		<input type="checkbox"/> Chat App/Messenger
<input type="checkbox"/> Cybozu/Garoon		<input type="checkbox"/> Wireless Network
<input checked="" type="checkbox"/> E-Mail <u>TCO-0410</u>		<input type="checkbox"/> LAN Cable Assembly/Installation
<input type="checkbox"/> Active Directory		<input type="checkbox"/> PC Reformat
<input type="checkbox"/> Siam System		<input type="checkbox"/> Documentum/Astrux System
<input type="checkbox"/> Data Surfing		<input type="checkbox"/> Toss System
<input checked="" type="checkbox"/> Change of PC User previous user/I.D No.: <u>5638</u>		<input type="checkbox"/> SAP current user/I.D No.: <u>9626</u>
<input type="checkbox"/> File Server Drive (specify) _____		(purpose) _____
<input type="checkbox"/> Transfer of PC from dep't _____		to dep't _____
<input type="checkbox"/> Software (specify) _____		(purpose) _____
<input type="checkbox"/> Others (pls. specify) <u>Email → wenelito.lopez.ph@toyoflex.com</u>		

Requests Performed by: SUSENTE SURBANO  
IT Personnel

2021-01-05  
*[Signature]* Date

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						TAKAFUMI MATSUNAGA
						2 years