# IT Installation/ Repair Request Form

**Date of Request**
2022-08-02

_[signature] 2022.8.03_
Local Supervisor/Manager

_[signature] 2022 8.3_
Japanese Department Manager

Name:  MARIZ CONSON

I.D No.  9278

PC Name/No:  TFXC0624

Div/Dep't:  QA/QC-INCOMING

| | ☑ | ☐ |
|---|---|---|
| **Type of Installation** | (Entry) | (Exit) |
| | (For Install) | (For Deletion) |

☐ R-Pics System

☐ Cybozu/Garoon　　　　　　　　　　　☐ Wireless Network

☐ E-Mail　　　　　　　　　　　　　　☐ LAN Cable Assembly/Installation

☐ Active Directory　　　　　　　　　☐ PC Reformat

☐ Siam System　　　　　　　　　　　☐ Documentum/Astrux System

☐ Data Surfing　　　　　　　　　　　☐ Toss System

☐ SAP

☐ Change of PC User
　　previous user/I.D No.: _____  current user/I.D No.: _____

☑ File Server Drive　　CAIDS\CAST CHECKSHEET,　　(purpose)　TO ACCESS THE CAIDS INCOMING SYSTEM AND CAST CHECKSHEET SYSTEM
　　(specify)　CAIDS\CAIDS INCOMING

☐ Transfer of PC
　　from dep't _____　　to dep't _____

☐ Software
　　(specify) _____　　(purpose) _____

☐ Others　(specify) _____

☐ *Firewall Policy*
　　*(Select Policy Level Number)　( )　Select from 1, 2, 3, 4*

　　*Reason for Application* _____

　　*Policy Validity Period*　　Date From ( yyyy/mm/dd)　　　Date To (yyyy/mm/dd)

Note: Do not fill-up Validity Period if Permanent

**Requests Performed by:** _[signature]_ IT MEMBER　　　_2022 -08-05_
　　　　　　　　　　　　　　　　　　　　　　Date and Time of Execution

| Document No. | TCF-G022 | Ver. | 3 | TOYOFLEX CEBU CORPORATION | Retention Period |
|---|---|---|---|---|---|
| Effectivity Date | 2021-04-15 | Prepared by: SUSETTE SURBANO | Checked by: REY DAGATAN/AMADITO ORTIZANO | Approved by: TAKAFUMI MATSUNAGA | 2 YEARS |