

IT Installation/ Repair Request Form

Date of Request
2021-03-18

2021. 3. 18
SIGNATURE
Local Supervisor/Manager

SIGNATURE
Japanese Department Manager

Name: Jexie Simbahan
I.D No. 9309
PC Name/No: TFXC0508
Div/Dep't: QA

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		<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 type="checkbox"/> Change of PC User previous user/I.D No.: _____		<input type="checkbox"/> SAP current user/I.D No.: _____
<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 checked="" type="checkbox"/> Others (pls. specify) <u>create new email</u>		<u>qa-qms-ph@toyoflex.com</u> <u>jexie.simbahan.ph@toyoflex.com</u>

Requests Performed by: [Signature] 2021 03-22
IT Personnel Date

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