IT Installation/ Repair Request Form

Date of Request
2022-07-06

Local Supervisor/Manager   Japanese Department Manager

Name: Alma Omandac

I.D No. 8005

PC Name/No: TFXC0623

Div/Dep't: QA/QC

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

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

☐ File Server Drive
   (specify) _____ (purpose) _____

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

☐ Software
   (specify) _____ (purpose) _____

☑ Others (specify) MS TEAMS

☐ **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: SUSETTE SURBANO   2022-07-08
                         IT MEMBER   Date and Time of Execution