



IT Installation/ Repair Request Form

Date of Request _____					
 Local Supervisor/Manager		 Japanese Department Manager			
Name: <u>Ernst Donald D. Salcut</u>					
I.D No. <u>011730</u>					
PC Name/No: <u>TFAC0927</u>					
Div/Dep't: <u>T-ASST</u>					
Type of Installation <input type="checkbox"/> (Entry) (For Install) <input type="checkbox"/> (Exit) (For Deletion)					
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> R-Pics System <input type="checkbox"/> Cybozu/Garoon <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Active Directory <input type="checkbox"/> Siam System <input type="checkbox"/> Data Surfing <input type="checkbox"/> Change of PC User previous user/I.D No.: _____ current user/I.D No.: _____ <input type="checkbox"/> File Server Drive (specify) <u>Terminal assembly</u> (purpose) <u>view files</u> <input type="checkbox"/> Transfer of PC from dep't _____ to dep't _____ <input type="checkbox"/> Software (specify) _____ (purpose) _____ <input checked="" type="checkbox"/> Others (specify) <u>Laptop</u> <input type="checkbox"/> Firewall Policy (Select Policy Level Number) () Select from 1, 2, 3, 4 </div> <div style="width: 48%;"> <input checked="" type="checkbox"/> Wireless Network <input type="checkbox"/> LAN Cable Assembly/Installation <input type="checkbox"/> PC Reformat <input type="checkbox"/> Documentum/Astrux System <input type="checkbox"/> Toss System <input type="checkbox"/> SAP </div> </div>					
Reason for Application <u>Newly Hired</u>					
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: _____ IT MEMBER _____ Date and Time of Execution _____					
Document No.	TCF-G022	Ver.	3	TOYOFLEX CEBU CORPORATION	Retention Period
Effectivity Date	2021-04-15	Prepared by:	Checked by:	Approved by:	2 YEARS
		SUSETTE SURBANO	REY DAGATAN/AMADITO ORTIZANO	TAKAFUMI MATSUNAGA	

NOTE: DOMAIN ALREADY CREATED