

# IT Installation/ Repair Request Form

Date of Request

2022-05-17

*J. Solabar*  
J. Solabar / N. Cape  
SIGNATURE

Local Supervisor/Manager

*RYUSUKE SATO*  
RYUSUKE SATO  
SIGNATURE

Japanese Department Manager

Name: Solabar, Jennifer

I.D No. 008403

PC Name/No: TFXC0619

Div/Dep't: Plastic Molding

Type of Installation

☐ (Entry)  
(For Install) ☐ (Exit)  
(For Deletion)

- ☐ R-Pics System
- ☐ Cybozu/Garoon
- ☐ E-Mail
- ☐ Active Directory
- ☐ Siam System
- ☐ Data Surfing
- ☐ Change of PC User  
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 APPLICATION
- ☐ Firewall Policy  
(Select Policy Level Number) ( ) Select from 1, 2, 3, 4

- ☐ Wireless Network
- ☐ LAN Cable Assembly/Installation
- ☐ PC Reformat
- ☐ Documentum/Astrux System
- ☐ Toss System
- ☐ SAP

Reason for Application : For SAP communication and meetings

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: *J. Solabar*  
IT MEMBER

2022-05-18  
Date and Time of Execution

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