

## IT Installation/ Repair Request Form

Date of Request

2022-05-04

*Lady Nilasarsaba*  
 LADY NILA SANSABA  
 SIGNATURE  
 Local Supervisor/Manager

*HiroYuki Kazuma*  
 HIROYUKI KAZUMA  
 SIGNATURE  
 Japanese Department Manager

Name: SHAIREEN SANCHEZ

I.D No. 011626

PC Name/No: TFXC0884

Div/Dep't: General Affairs/ Human Resource (Medical)

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)

Medical Server, GA Shared

(purpose)

☐ 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

new employee (Training Worker)

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

2022-05-06 9:05 AM  
Date and Time of Execution

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