

IT Installation/ Repair Request Form

Date of Request

2022-12-09

2022-12-09
Dessa Ouano
SIGNATURE

Prepared By:

2022-12-09
Lui Restauro
SIGNATURE

Local Supervisor/Manager

2022-12-09
Hiroya Hamaguchi
SIGNATURE

Japanese Department Manager

Name of User Jojetta Vanikka FernizI.D No. 10398PC Name/No: TFXC0967Div/Dep't: QA/QAPosition: QA Associate StaffSelect the purpose of
Application☐
For New PC Issuance Request☐
(For PC replacement request)

If you check here, attached the signed TFJ-S15-G030 form

☒
System Registration
and Job Request

(Systems Registration and Job Requests)

☐ Cybozu/Garoon☒ Wireless Network☒ E-Mail☒ LAN Cable Assembly/Installation☐ Domain ID☒ MS Teams Account☐ PC Reset/Reformat☐ Documentum/Astrux System☐ SAP☐ Toss System☐ Change of PC User

previous user/I.D No.: _____ current user/I.D No.: _____

☒ File Server Drive

(specify)

Medical Factory

Medical Group

(purpose)

View important files necessary for
QA related documents☐ Transfer of PC

from dep't

to dep't

☒ Software

(specify)

MS Office Tools

(purpose)

To generate the QA report

☐ Others

(specify)

☒ Firewall Policy

(Select Policy Level Number) (3)

Select from 1, 2, 2A, 3, 3A

Reason for Application Change MS TEAMS from Guest to Local

N/A

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

2022-12-15
Date and Time of Execution

Related Document: TCT-G007

Document No.	TCF-G022	Ver.	4	TOYOFLEX CEBU CORPORATION		Retention Period
Effectivity Date	2022-10-27	Prepared by:	Checked by:		Approved by:	2 YEARS
		REY DAGATAN	AMADITO ORTIZANO		TAKAFUMI MATSUNAGA	