

N/REF: L 002/SOURX/CEO/MS/IT/2023

User Information Details (Personal, Computer and IP Phone details)

Prepared by: **IT Team**

Powered by: **SOURX EMEA**

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Internal Use Only

• EMPLOYEE INFORMATIONS

Name				
Surname				
Address:				
Phone		Email		
SSN or Gov't ID:				
Birth Date		Marital Status		
Spouse's Name:				
Spouse's Employer:				
Spouse's Work Phone				

• JOB INFORMATION

Title			
Employee ID			
Supervisor		Department	
Work Location			
Email			
Work Phone		Cell Phone	
Start Date			

● EMERGENCY CONTACT INFORMATION

Name/Surname			
Address:			
Phone		Relationship	

● COMPUTER INFORMATION DETAILS

Computer (brand & type)			
Serial Number		Operating System	
Mac Address		Processor Details	
Installed RAM		Hard Disk	
Network Type		Workgroup	
Username			
Purchase Date		Assignment Date	

● IP PHONE INFORMATION DETAILS

Phone brand			
Serial Number		Operating System	
Mac Address		Manufacturer	
Line Number		IP Address	
Network Address		Gateway	
Assignment Date			
Purchase Date			

• **ANY OTHER DEVICE**


1

Device Name1			
Serial Number		Device Brand	
Mac Address		Manufacturer	
Line Number		IP Address	
Assignment Date			
Purchase Date			

• **ANY OTHER DEVICE**

2

Device Name 2			
Serial Number		Device Brand	
Mac Address		Manufacturer	
Line Number		IP Address	
Assignment Date			
Purchase Date			

Confirmation		I certify on my honor the accuracy of the information provided above.	
		Important Note	Date / /
		The information collected on this form is for the exclusive use of EasyPrint. In accordance with the law on "data processing and freedoms", you have the right to access and rectify any information concerning you by contacting EasyPrint.	Signature

Completed by: _____

Review by: _____