SERVICE REQUEST FORM
PT. MITRA TRANSAKSI INDONESIA

yokke!

Service Request No	

*REQUESTOR INFORMATION *(mandatory filled by requestor)*

Date	: 19 Desember 2022		
Requestor Name	: Muharram Nur Ikhsan		
Title	: Manager	**Phone**	: 08561290485
Department	: Planning Operations	**Email**	: muharram.ikhsan@yokke.co.id

*CHANGE INFORMATION *(mandatory filled by requestor)*

Type of Change	**Adhoc** (CCB)				**BAU**			
	☐	Data	☐	Infra	☒	Data	☐	Infra

Description of change requested	: Create User untuk akses (upload & download) file Himbara ke SFTP Folder IP SFTP: 192.168.37.130 Untuk pegawai berikut: 1. Irwinda Natalia 2. Muhammad Iman A. Putra 3. Endang Suyatna
Change needed by *(date)*	: *H+0*
Reason for the change and impact	: Upload dan Download File Himbara ke SFTP Folder

Requestor		Acknowledge
Requestor Sign Off	**Group Head**	**Director / SEVP**
Name: Muharram Nur Ikhsan	Name: Tedy Maulana ✓	Name:
Date: 19/12/2022	Date: 19/12/2022	Date:
Reviewer		
Risk Management Head (Data Adhoc Only)	**Director/SEVP Risk Management** (Data Adhoc Only)	**Director/SEVP IT** (Data Adhoc Only)
Name:	Name:	Name:
Date:	Date:	Date:

CHANGE IMPACT EVALUATION *(filled by Requestor, confirm by Reviewer)*

Change Type	☐	Application	☐	Hardware	☐	Network	☐	Operating System
	☐	Data	☒	Security	☐	Database	☐	Other:

Change Priority	☒	High	**Change Impact**		☐ High
	☐	Medium			☐ Medium
	☐	Low			☐ Low Ì

Environments impacted	☐	DC	☐	DRC	☐	Development/Test	☐	Internal Office

CHANGE IMPACT EVALUATION *(filled by Requestor, confirm by Reviewer)*	
Hostname/IP Address affected:	
Estimated Resources *(cost/effort)*	
Resource Requirements *(personnel/hardware /software)*	
Test Plan Description *(if any)*	
Migration Plan *(Mandatory Adhoc)*	Create User untuk akses (upload & download) file Himbara ke SFTP Folder IP SFTP: 192.168.37.130 Untuk pegawai berikut: 1. Irwinda Natalia 2. Muhammad Iman A. Putra 3. Endang Suyatna
Roll Back Description	

CHANGE APPROVAL OR REJECTION		
Change Request Status	☐ Accepted	☐ Rejected
Implementation assigned to *(names)*	:	

Execution Approval Service Request BAU
(Service Request Adhoc use Production Migration Form)

(BAU Only)	(BAU Only)	(BAU Only)
For ~~signature~~ (Reza Prasetya)	~~signature~~ ( )	( )
Date:	Date:	Date:

CHANGE IMPLEMENTATION *(filled by implementor)*	
Staging Test Results	:
Implementation Results	:
Date implemented	:

Change Implementer Sign Off	**Change Reviewer Sign Off** *(Change Management)*
( )	( )
Date :	Date :