



1. If user want to use an IT appliances from IT Unit, they need to fill up IT Equipment Loan Form.
2. If user want to make an ID, they need to fill up ID Application Form.
3. If user want to ask for a service from IT Unit, they need to fill up IT Service Form.

## IT EQUIPMENT LOAN FORM

Personal Information

IDN  
 121212

Today's Date  
 2019-12-17

Name  
 Faiz Encem

Email  
 faiz.marzuki@gmail.com

Tel / Ext  
 0196603608

Position  
 Student

Select Supervisor

Equipment

Type of Equipment  
 Desktop Laptop Projector Printer Camera Others  
 Others, please specify

The Details Information of Equipment (For Office Use only)  
 Model Serial Number  
 Model Serial Number  
 Model Serial Number  
 Model Serial Number

Justification  
 IAA

Borrow Date  
 2019-12-18

to  
 2019-12-19

SEND

1. User need to enter their ID and the data of Name, Email, Phone Number will appear.
2. User need to insert today date.
3. User need to choose either they are Student or Staff.
4. Supervisor's Email only available if user choose Student in step 3. They need to choose their supervisor for event.
5. User need to choose equipment that they want to loan from IT Unit.
6. If in step 5 user choose "Others" option, they need to fill this textarea with equipment that are not listed in the option.
7. User need to clarify their events name and location of their event here.
8. User need to enter date they want to loan the equipment.
9. User need to enter date they want to return the equipment.

## ID APPLICATION FORM

Applicant Information	
Date	<input type="text"/>
Full Name	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
IC No	<input type="text"/>
Contact No	<input type="text"/>
ID No	<input type="text"/>

  

Type of Application	
Type of Application:	
<input type="checkbox"/> New User (Staff/Student)	8
<input type="checkbox"/> Transfer (Staff/Student)	
<input type="checkbox"/> Replacement Card	
<input type="checkbox"/> Lost Card	
<input type="checkbox"/> Damage Card / Printing Error	
<input type="checkbox"/> Thumbprint	
<input type="checkbox"/> Others	9
Justification	
10	

1. User need to insert application date.
2. User need to insert their name.
3. User need to fill their position either they are student or staff.
4. User need to fill their department name.
5. User need to fill their IC number.
6. User need to to fill contact number.
7. User need to fill ID number.
8. User need to choose type of ID Application.
9. If user choose others in option on step 7, they need to clarify it in textarea.
10. User need to justify why they want to create an ID card.

## IT SERVICE FORM

Service		
Call Date/Time dd/mm/yyyy	<input type="text"/>	1
Response Date/Time dd/mm/yyyy	<input type="text"/>	2
Job Close Date/Time dd/mm/yyyy	<input type="text"/>	3

Staff details		
Staff Name	<input type="text"/>	4
ID No	<input type="text"/>	5
Department	<input type="text"/>	6
HP @ Ext No	<input type="text"/>	7

Equipment / Machine	
Equipment / Machine Type	<b>8</b>
Serial No	<b>9</b>
Problem Type	<b>10</b>
<input type="checkbox"/> Hardware	
<input type="checkbox"/> Software	
<input type="checkbox"/> Network	
<input type="checkbox"/> Email	
<input type="checkbox"/> Application	
<input type="checkbox"/> Others	
Problem description	<b>11</b>
Action Done	

1. User need to insert Call Date and Time.
2. User need to insert Response Date and Time.
3. User need to insert Job Close Date and Time.
4. User need to insert staff name.
5. User need to insert staff ID.
6. User need to insert their department name.
7. User need to insert contact number.
8. User need to fill up name of equipment that need to be services.
9. User need to insert serial number of equipment that are going to be service.
10. User need to choose problem type.
11. User need to clarify the problem in detail.