IT - Install, Modify, Add, Change (IMAC) Request Form

Date Raised (dd-mm-yyyy)	07 November 2024	Barcode Ref. No: (Please stick IT Barcode number into this field	
Service Desk ticket no (to be filled up by SSC IT)			
When required / Due Date (dd-mm-yyyy)		28 Oktober 2024	
Type of IMAC Request	☑ PC/Laptop Deployment / Installation / Modification ☐ Printer Deployment / Installation / Modification ☐ Hardware Add/Change* ☐ Software Add/Change* ☐ Move (within same site only)** ☐ Others* *Please indicate specific component to be added/changed under *Description* below **Please indicate 'From' and 'To' locations under *Description* below		
Description of request	- Request : Tiket permintaan open port USB PC Admin HT (ip : 227.212) - Reason : Kondisi saat ini Tablet HT tidak dapat terhubung dengan tablet untuk cetak foto lampirin pada Work Order		
Business Benefit	Untuk menunjang operasional kinerja Admin HT, proses cetak IC terganggu karena WO tidak ada lampiran FG.		
IMAC Request Raised by	Name: Medi Krisnanto Employee ID (NPK): 5661 Signature: Date: 07 November 2024		
Phone (including extension number)	Ext:		
Mobile phone (HP) number	0813 1641 3835		
Email	medi.krisnanto@astra-daido.co.id		
Department	Fin, Acc, HRGA, Procurement & IT		
Business Unit / AFCO	PT. Astra Daido Steel Indonesia		
Approved By BU Management (Respective Department Head)	Name: Martinus Cahyo R Signature: Date: 07 November 2024	**Approved By BU EIC** (For Investment / Procurement Request)	Name: Signature: Date:

Note:

1. Please put this IT change request form into drop box in HR Local Support in your area. If you need assistance, please call SSC Service Desk call center from your office phone at **<VoIP Code at your location>-8-88-1188 or (021) 2998-1188 and press "1 (IT support)"**.
2. Please also note down your reference barcode number above (top right side) for your reference when you call SSC Service Desk.