Request Information				
Requestor	Jeremiah Nantona			
Implementing Team	Site Technical Security Administrator			
Ticket Number/s	201916737			
Change Classification		Major	x	Minor
After the fact		Yes	x	No
Emergency		Yes	x	No
Proposed Change Date	July 7			
Proposed Change Start/End Time	July 7 9pm-10pm			
Proposed Change Verification Time	10pm-11pm			

Objective of the change
To have a CCTV monitoring on G2 South bio in

Technical/Operational Impact of the change		
Negative: No CCTV viewing on the hallway going to the north side of the floor	Beneficial: Monitoring on the South bio in	Neutral: All cameras and NVR will remain online

Affected IT Infrastructure components			
Site	Hostname	IP Address	Function
G2	THEIA	172.22.1.50	CCTV camera Server

Affected Departments and Corresponding Contact Persons		
Department	Contact Name	Contact Info
Site Technical Security Administrator	Jeremiah Nantona	jnantona@openaccessbpo.com

Test Environment implementation and Verification Summary
G2_North_camera plug to nvr

Test Environment Results Summary
1. Login to DVR/NVR, username: admin password: oams3cur3d. For web access: 172.22.1.50 2. G2_South_Production is accessible. 3. Name and configuration are set. 4. Able to playback all recordings including G2_North_hallway camera.

Configuration Change Template	
Baseline File	3.1.128 THEIA
Baseline	3.1.128

Version	

Existing Configuration		Proposed Change	Impact	Section
G2_Hallway	172.22.1.13	G2_North Hallway 172.22.1.13	Reliable monitoring on the South biometric	Camera

Baseline File Changes:

Physical Implementation Procedures / Advisory

Email the NOC 3days prior to the target date of completion

Send to :IT Network Operations <noc@openaccessbpo.com>, Rynel Ryson Yanes <ryanes@openaccessbpo.com>

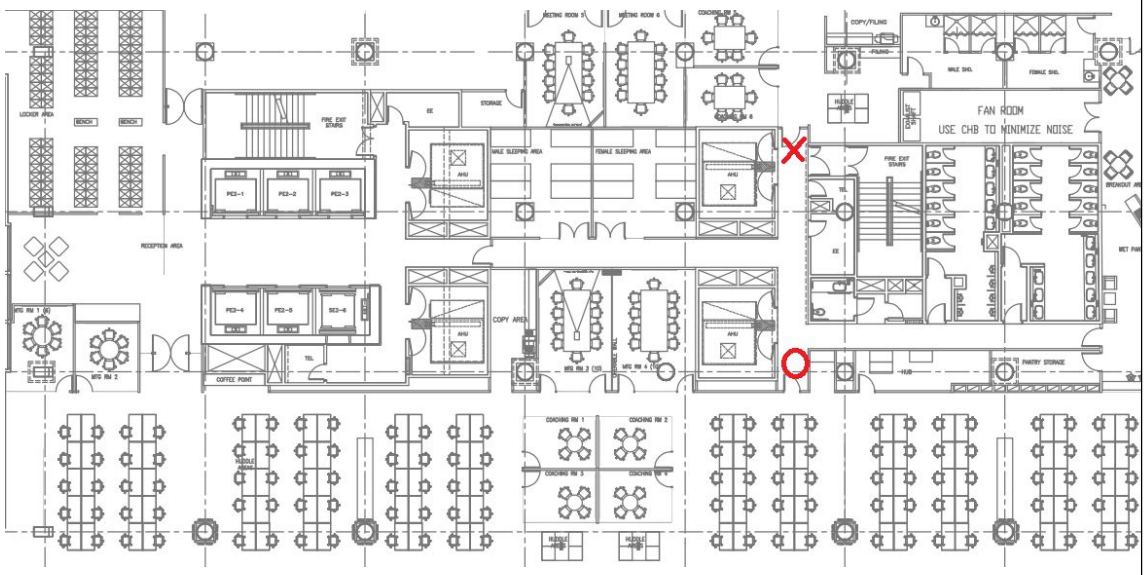
Hi Team

I would like to request some assistance regarding on cable pulling and changing the Vlan of the camera that will be relocated on the specific location.

Please check attached file for the reference.

X- is for the new location of the device

0- is for the current location of the device.



Process Owner: **IT Operations**	**FORM**	**F-CMG-3.1**
	Relocation of CCTV camera	

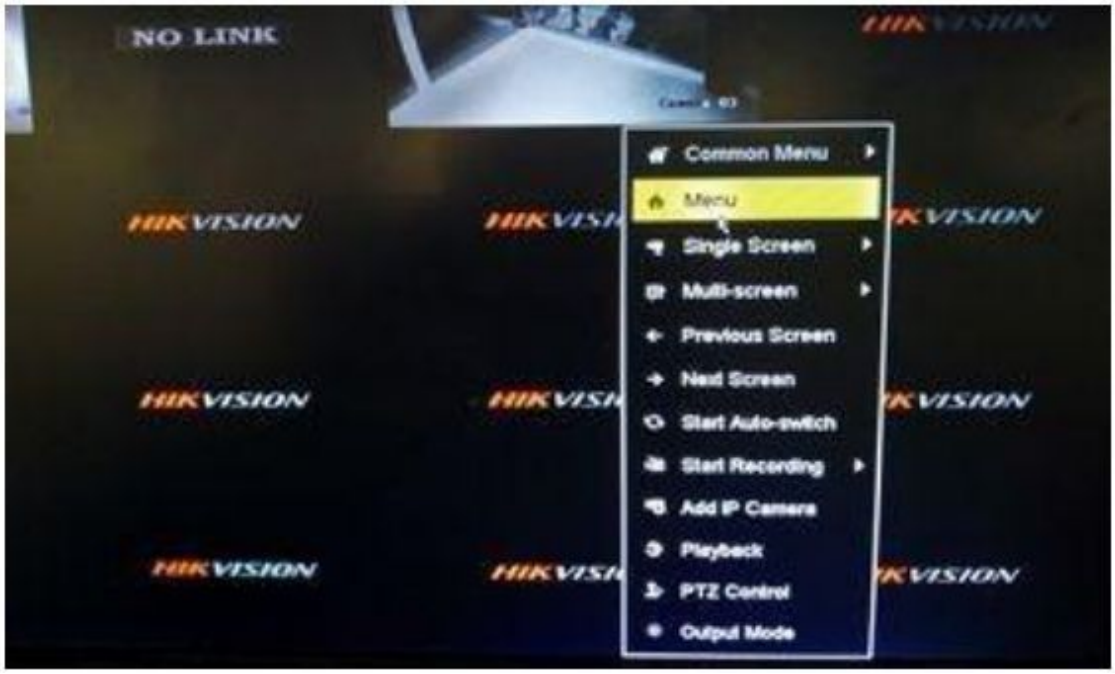
	Proprietary and Confidential	Effectivity: April 1, 2019	Template Version : **02**

Backup Procedures

No back-up processes

Technical Configuration Procedures

After logging in to NVR, right click anywhere and click “Menu” and enter the pattern.



Security Pattern

Adding the camera to NVR, click “Camera”. All HIKVISION camera will automatically detect by DVR/NVR, to connect the camera you must enter the password

Not Added Camera
Click “EDIT” to add the camera

Enter the password

Added Camera

Verification Procedures

Log in to 172.22.1.50 to check if the newly installed

Back-out Procedures

N/a