***Server Request Form Guidelines:*** *The Application Analyst should complete and attach this form to a Cherwell ticket. All requests must be placed five business days before the installation date.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Server Request Form** | | | |
| **General Information** | | | |
| **Requested Date:** | 4/29/2025 | **Approvals:** | The following individuals approve the Server Request Form.   |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Print Name** | **Signature** | **Approved Date** | | Approved by IT [SLAM](file:///\\Antero\shares\IT\4%20Help%20Desk\SLAM%20Documents) Approver | Ann Marie Nelson |  |  | | Approved by the Director IT Operations & Security | Karen Kronauge |  |  | |
| **Installation Date:** | 5/6/2025 |
| **SOX Application?** | Yes  No |
| **Server Name (DEN/TEST/DEV) e.g., DENMYAPPNAME:** | DENSPOTFIREXX |
| **DNS Alias \*Wildcard Cert (IIS/Web Services):** | spotfireapp Anteroresources.com |
| **Server Purpose/ Project/App Name:** | The will be the web server hosting the Apache Tomcat services and web player of the new production Spotfire environment | | |

| **Contacts** | | | |
| --- | --- | --- | --- |
|  | **Name** | **Telephone** | **Email** |
| **Business Owner:** | Biren Kumar | 303-357-6901 | bkumar@anteroresources.com |
| **Business Contact:** | Jason Smith | 303-357-6942 | jassmith@anteroresources.com |
| **Internal IT Contact:** | Jason Smith | 303-357-6942 | jassmith@anteroresources.com |
| **Vendor Contact:** | Danielle Jansen | 760-290-5560 | danielle.jansen1@cloud.com |

| **Hardware Requirements**  ***Check all types of servers that need to be requested.*** | | |
| --- | --- | --- |
| **Prod Server** | **Test Server** | **Dev Server** |
| **Select the Network for this Server:**  Prod  DMZ  SCADA DMZ | **Place on the Antero network?**  Yes  No  **If Yes, Describe Why:** Click or tap here to enter text. | **Development servers are always on the Dev network.** |

|  |  |
| --- | --- |
| **Server Specs** | |
| **Type** | **Describe** |
| **Windows Server 2022:** | Click or tap here to enter text. |
| **CPU Cores:** | 4 |
| **RAM (8GB/16GB):** | 24 GB |
| **OS Drive Space Required (80GB is Standard):** | C: System 350 GB |
| **Additional Drives / Size of Drives (e.g., Drive Letter\Name\Size = K: App Data 200GB):** | Click or tap here to enter text. |
| **Server Roles/Features (e.g., Web Server (IIS)):** | Click or tap here to enter text. |
| **Notes:** | Click or tap here to enter text. |

| **Active Directory Requirements** | |
| --- | --- |
| **Service Account Needed:** | spotfiresvc (already exists) |
| **AD Groups:** | Click or tap here to enter text. |
| **AD Admin Users Needed:** | Click or tap here to enter text. |
| **Permissions:** | Click or tap here to enter text. |
| **AD Admin Users Required for Use (Required - Domain Admins and Antero Server Admins):** Type Additional AD Admin Users Here. | |

| **Other Information**  ***Possible Vendor Support Challenges*** |
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