APCER LIFE SCIENCES

Laptop Configuration Checklist

Host Name	HOSTNAME	Keyboard	☑ Yes ☐ No
Asset Serial No.	SRNO	**Mouse**	☐ Yes ☑ No
Asset Model No.	AMN	**Headphone**	☑ Yes ☐ No
User ID	USER	**Additional TFT**	☐ Yes ☑ No
Asset Allocation Date	20/08/2022	**Location**	☑ Delhi ☐ Ahmedabad
Asset Allocation Type	☐ New Asset ☑ Replacement	**Handover Type**	☑ Courier ☐ User Pickup from Office

System Checklist Activities

1.	Operating System installation-Windows 10 Professional	☑ Yes ☐ No
2.	Antivinus and Manage Engine agent installed	☐ Yes ☑ No
2.A	Machine registered successfully on respective Antivirus and Manage Engine	☑ Yes ☐ No
3	Domain User id created	☐ Yes ☑ No
4	Machine is added to "apouk Incal Domain	☑ Yes ☐ No
4.A	Managed via Active Directory viz. USB Disable (read only), APCER Password Policy, No Admin Access, Password Change an Next Login etc.	☐ Yes ☑ No
5	Wi-Fi access	☑ Yes ☐ No
6	User profile configuration Done	☐ Yes ☑ No
6.A	External email popup for outlook profile	☑ Yes ☐ No
6.B	OneDrive Sync for non-GxP data	☐ Yes ☑ No
6.C	Productivity software/toals installed	☑ Yes ☐ No
7	MS office, 7zip, Outlook, Adobe Reader, VNC, Manage Engine Agent, TEAMS Desktop software, VPN installation License software installed if any with approval Le. Nuance PDF, Acrobat 7Professional etc. (Approval mail and License key required)	☐ Yes ☑ No
7.A	Asset Register Updated	☑ Yes ☐ No
7.B	Printer installation complete. Printer Passcode shared with User	☐ Yes ☑ No
9	Multi Factor Authentication configuration	☑ Yes ☐ No
10	Is Laptop physically damaged?	☐ Yes ☑ No
11	Laptop battery backup checked?	☑ Yes ☐ No
12	Justification required (Where selected "No"):	☐ Yes ☑ No

After reading above, User acknowledges to understand that: User is responsible for protection of company asset/s and data (personal and customer data on them. Any GxP data or Confidential/sensitive customer data, will be saved/stored on cilent specific folder/s on file server as per in place APCER Quality Policies and Procedures or timely advises communicated by the Quality and Compilance team User will strictly adhere to laid down policies and procedures related to organization data privacy and data protection and/or timely advises from IT/Quality department to deal with any security related issues or matter.

Business User Acknowledgement		**IT Engineer**	
User Name	USERNAME	Engineer Name	VISHAL
User Signature Date	20/10/2021	Sign & Date	

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