

Install, Move, Add, Change (IMAC)



OldAssetTagNo	OldAs	OldAssetSeriaiNo.	
FillforADD/CHANGEOnly			
	ComponentName	OldConfiguration	NewConfiguration
Details of Hardware Component addedor changed:			Ì
Detailsofthe Software Component added or changed:			
FillforMOVEOnly	1-1		
Movewithinfacility□	Moveoutsia	Moveoutsidefacility□	
	MovementFrom	Mov	MovementTo
CompanyName			
BranchCode			
Zone:			
TypeofOffice-e.g(HO/Branch/ZO)			
City:			
Location Name/Address:			
Floor/Room/Rack:			
UserName:			
EmployeeNo:			
Department:			
ContactNo:			
EmaillD:			
FillforREMOVEOnly			
Detailsofsoftwareremovedwithversion:	thversion:		
Details/Statusofhardwareremoved:	loved:		
ForSupportEngineer			
EngineerName:	Shreedhar		
EngineerSignature:	Soldat.		
UserAcceptance			
Date: 09-06-2017	Signature:	Transm Muss	
Remarks:			
DatabaseUpdateStatus-AssetManagement	ssetManagement		
IMACValidationDone(Y/N):	ValidatedBY:Name&Sign		
Acceptational and Acceptation (N/V)	Hodated By:		Date:

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DetailsoftheSoftware Installedwithversion:	DetailsoftheHardware ComponentInstalled:	Fill for INSTALL Only	NoofPortsforSwitch	HostName	ProductID/MachineType/ EquipmentType	SerialNumberofAsset:	AssetTagNumber	Asset Type: (DT,LT,PRN,Switch, Router,Serveretc.)	**Physic	CallAssignedto	CallNo.	ToBeFilledbyServiceDeskEngineer	Name	ITOffice/ITManagerApprovalforSoftwareLicense	Name	DepartmentHead/ManagerApproval	BriefDescriptionofWorkRequested:	R			RequestDate:	EmailID:	ContactNo:	UserName:	Address:	Location/Branch Name	Zone	CompanyName
Details of the Software Component Installed with version:	ardware talled:	LL Only	witch		:hineType/ e	ofAsset:	ber	witch,	**Physical Asset Tag Available		2;	ServiceDeskE		nagerApprov		lead/Manage	ionofWorkRe	Remove (De-installation/dispositionofHardware/Software)	Add (Additionin Hardware Configuration)	Install (InstallationofnewHardware/Software)		gal	+			÷		
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				JFSF15124727	×	MP11KVVD	S			Call Comp	Request F			icense				ware/Soft	5)	vare)	2017	malaks	55101	Misra	Road		Ť	al Servi
				24727		KWD	п		Yes No	Call Completion Date	Request Register Date							ware)				gaurav.misra@janalakshmi.com						Janalakshmi Financial Services Pvt. Ltd,
							1			te	ate		Signature		Signature						_		0	m	77	e T	S	
							0						nò		n)						IserSig	Designation:	Department:	EmpID:	loor/R	TypeofOffice- e.g(HO/Branc	State	BranchCode
				IPAddress	ModelName	Make	1	PrinterType	**Physical Asset Tag Visible & Readable	09-06-2017	09-06-2017							New	Change (Changein Hardware Configuration)	Move (MovementofHardware/Re-allocation)	UserSignature	tion:	nent:		Floor/Room/Seat/RackNo.	TypeofOffice- e.g(HO/Branch/ZO)		Code
					16		2 4	ype	Asset Tag eadable	2017	2017								dwareConf	Hardware/F					ickNo.			
										Time	Time		Date		Date				iguration)	Re-allocati	Town	10						
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