



Install, Move, Add, Change (IMAC)



IncasetofRefreshedAsset		OldAssetSerialNo.	
OldAssetTagNo			
FillforADD/CHANGEOnly			
ComponentName	OldConfiguration	NewConfiguration	
DetailsofHardwareComponent addedorchanged:			
DetailsoftheSoftware Componentaddedorchanged:			
FillforMOVEOnly			
Movewithininfacility		Moveoutsidfacility	
MovementFrom		MovementTo	
CompanyName			
BranchCode			
Zone:			
TypeofOffice-e.g(HO/Branch/ZO)			
City:			
Location Name/Address:			
Floor/Room/Rack:			
UserName:			
EmployeeNo:			
Department:			
ContactNo:			
EmailID:			
FillforREMOVEOnly			
Detailsofsoftwareremovedwithversion:			
Details/Statusofhardwareremoved:			
ForSupportEngineer			
EngineerName:	Shreedhar		
EngineerSignature:	[Signature]		
UserAcceptance			
Date:	09-06-2017	Signature:	[Signature]
Remarks:			
DatabaseUpdateStatus-AssetManagement			
IMACValidationDone(Y/N):	ValidatedBY:Name&Sign		Date:
AssetDatabaseUpdated(Y/N)	UpdatedBy:		

Note: Department Head, IT Office approvals must for Software not part of Standard Operating Environment.



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To Be Filled By User	
Company Name	Janalakshmi Financial Services Pvt. Ltd,
Zone	South
Location/Branch Name	HO
Address:	M G Road
UserName:	Gaurav Misra
ContactNo:	7032655101
EmailID:	gaurav.misra@janalakshmi.com
RequestDate:	09-06-2017
Branch Code	3008
State	Karnataka
Type of Office- e.g.(HO/Branch/ZO)	HO
Floor/Room/Seat/RackNo.	9 th floor
EmpID:	17094
Department:	Product
Designation:	Sr.Manager
User Signature	

<input type="checkbox"/> Install (Installation of new Hardware/Software)	<input type="checkbox"/> Move (Movement of Hardware/Re-allocation)
<input type="checkbox"/> Add (Addition in Hardware Configuration)	<input type="checkbox"/> Change (Change in Hardware Configuration)
<input checked="" type="checkbox"/> Remove (De-installation/disposition of Hardware/Software)	<input type="checkbox"/> New
	<input type="checkbox"/> Old

Brief Description of Work Requested:

Department Head/Manager Approval	
Name	Signature
	Date

IT Office/IT Manager Approval for Software License	
Name	Signature
	Date

To Be Filled by Service Desk Engineer												
Call No.	2348985											
Request Register Date	09-06-2017											
Call Assigned to	Shrredhar											
Call Completion Date	09-06-2017											
Time												
**Physical Asset Tag Available												
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
**Physical Asset Tag Visible & Readable												
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>											
Asset Type: (DI, LT, PRN, Switch, Router, Server etc.)												
LT												
Printer Type												
Asset Tag Number	J	F	S	F	1	5	1	2	4	7	2	7
Serial Number of Asset:	MP11KKVD											
Make	Lenovo											
Product ID/Machine Type/ Equipment Type	Model Name											
80HR												
HostName	JFSF15124727											
IP Address												
No of Ports for Switch												

Fill for INSTALL Only	
Detail of the Hardware Component Installed:	
Detail of the Software Component Installed with version:	