

**FORMULIR PERMINTAAN PEKERJAAN**

ITD-01/FRM-06/REV-00

\*Prioritas Pekerjaan  Normal  Tinggi  Paling Tinggi  
 \*Priority Normal High Highest

No. Ticket  -   
 Ticket Number

NIM/NIK  Baru  Rusak  Relokasi  
 Student/Employee Number New Problem Relocation

Nama Lengkap   
 Full Name (Max 20 Char)

Karyawan  Lecturer  Staf  YPPH  Lainnya \_\_\_\_\_  
 Employee Dosen Staff YPPH Others

Fakultas/Unit   
 Faculty/Unit

No. Handphone   
 Phone Number (if required) Ext.   
 Extension

Email \_\_\_\_\_  
 Email

Kategori Layanan  
 Service Category

Fasilitas IT Kelas/Ruangan  
 Class/Room IT Facility

- Komputer
- Jaringan
- UPS
- Projector
- Audio

Perangkat Lunak  
 Software  
 Meliputi : Perangkat Lunak, Antivirus

Block List  
 Meliputi : Block/Unblock Website

Video Conference/Teleconference  
 Video Convergence/Teleconference

CCTV dan Access Control  
 CCTV and Access Control

Fasilitas IT Lab Komputer  
 Computer Laboratory IT Facility

- Komputer
- Jaringan
- UPS
- Software
- Server Lokal LAB
- Peripheral LAB

Hosting Server  
 Meliputi : Domain Name,  
 Website Development

Directory Share  
 Meliputi : File Sharing, Active Directory

Printer  
 Meliputi : Perangkat Keras, Lunak, Jaringan

Printer Multifungsi  
 Multifunction Printer

Fasilitas IT Karyawan  
 Staff/Lecturer IT Facility

- Komputer
- Jaringan
- UPS
- Telepon

Server  
 Meliputi : Server,  
 Data Center

Jaringan Nirkabel  
 WiFi Network

Jaringan WAN  
 Wide Area Network

Lainnya \_\_\_\_\_  
 Others

Catatan Remarks \_\_\_\_\_  
 \_\_\_\_\_

\*(Diisi oleh Service Desk/Filled by Service Desk)

**Catatan : Mohon sertakan layout yang jelas untuk layanan pemasangan baru dan relokasi**

Notice : Please attach a detailed layout of the new floorplan.

**Dengan menandatangani form ini, anda menyatakan bersedia menerima layanan ITD**

By signing this form, you have agreed to accept the services provided by ITD

Diajukan oleh,  
 Requested by,

Disetujui oleh,  
 Approved by,

Diterima oleh,  
 Received by,

Dikerjakan oleh,  
 Completed by,

\_\_\_\_\_  
 (Name & Date)

\_\_\_\_\_  
 (Dean/Director/Section Head  
 Name & Date)

\_\_\_\_\_  
 (Service Desk Name & Date)

\_\_\_\_\_  
 (ITD Operational Name & Date)