

**UNIVERSITAS PELITA HARAPAN**

SISTEM PENJAMIN MUTU INTERNAL

**PERMINTAAN LAYANAN PEKERJAAN**

Work Order

No. Dok : FOR06/PRO02/STA26/SPMI-UPH

Revisi : 0

Tanggal : 22 Agustus 2016

Halaman : 1 dari 1

**Jenis Layanan**Type  Baru  Rusak  Relokasi  \*) Prioritas  Normal  Tinggi  Paling Tinggi

New

Problem

Relocation

Priority

Normal

High

Highest

**\*) No. Ticket** - **NIK**

Employee Number

**Nama Lengkap**

Full Name (Max 20 Char)

**Karyawan**

Employee

 Dosen  
Lecturer Staf  
Staff Lainnya \_\_\_\_\_  
Others**Fakultas/Unit**

Faculty/Unit

**No. Handphone**

Phone Number (if required)

Ext.

Extension

**Email**

Email

**Kategori**

Service Category

 **Fasilitas IT Kelas/Ruangan**  
Class/Room IT Facility  
Meliputi : Komputer, Jaringan, UPS,  
Proyektor, Audio **Fasilitas IT Lab Komputer**  
Computer Laboratory IT Facility  
Meliputi : Komputer, Jaringan, UPS,  
Software, Server Lokal LAB, Periferal  
LAB **Fasilitas IT Karyawan**  
Staff/Lecturer IT Facility  
Meliputi : Komputer,  
Jaringan, UPS, Telepon **Perangkat Lunak**  
Software  
Meliputi : Perangkat Lunak, Antivirus **Hosting Server**  
Meliputi : Domain Name,  
Website Development **Server**  
Meliputi : Server,  
Data Center **Block List**  
Meliputi : Block/Unblock Website **Directory Share**  
Meliputi : File Sharing, Active Directory **Jaringan Nirkabel**  
WiFi Network **Konferensi Video/Teleconference**  
Video Conference/Teleconference **Printer**  
Meliputi : Software, Lunak, Jaringan **Jaringan WAN**  
Wide Area Network **CCTV dan Access Control**  
CCTV and Access Control **Kuota Follow Me Printer**  
Follow Me Printer Quota

Pilih salah satu / Select one :

- 
- New
- 
- 
- Permanent
- 
- 
- Temporary

Requested Quota :

From : \_\_\_\_\_ to \_\_\_\_\_

**Detail Laporan**

Detailed Report

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

**Mohon sertakan layout yang jelas untuk layanan pemasangan baru dan relokasi** (Please attach a detailed layout of the new floorplan)**Dengan menandatangani form formulir ini, anda menyatakan bahwa 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 &amp; Date)

(Dean/Director/Section Head  
Name & Date)

(Service Desk Name &amp; Date)

(ITD Operational Name &amp; Date)