

**IT SERVICE DESK
EQUIPMENT CHECK-IN**

BARCODE ASSET NO		RT NO	
OTHER ASSET NO		DATE	
ROOM NO			

CONTACT PERSON: _____ DEPT: _____ PHONE: _____

OWNER DETAILS: E-MAIL ADDRESS _____ USERNAME: _____

COMPLAINT/REQUEST: _____

SETUP TYPE:

NEW PURCHASE	UPGRADE PC	OTHER
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DATA AND MAIL BACKUPS DONE:

YES	NO
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<p>Standard setup includes Windows, MS Office, F-Secure, Adobe Acrobat, Winzip, Putty (Protea), Nero and Automatic updates.</p> <p>Additional software can be installed from http://software.ru.ac.za</p> <p>Please contact the Service Desk for assistance with printer installation.</p>	<p>Please specify additional software required</p> <table border="1" style="width: 100%; height: 100%;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>						

For Office Use Only

Processor Type:	VNC & Protea configured	Lan:	Old Asset:
Processor Speed:	Drivers installed: graphics sound	W/less:	Old PC returned: YES / NO
Hard drive:	Operating system:	Technician:	New Monitor:
RAM:	PC de/registration checked:	Collected by:	Date:

Technician Report: _____
