

ERIKS IT FORM MANUAL

PROCEDURE

Website URL

<http://www.eriks.com.sg/internal/forms/itform.php>

STEPS:

1. User need submit the IT form.
2. Upon submission an email notification will send to Cluster Director.
3. When Custer director approve the application, an email notification will send to IT Engineer.
4. IT Engineer will process the request.

How to submit the IT form:

1. User need to Login into internal Portal.
2. After Login select 'IT form' in the menu bar as shown below.



3. Now need to fill up the details in the form
4. In the form requestor will be the session name.
(Session name is the user who logged in the portal)
5. Logged User need to select the username and department for whom the user going to raise the IT form.
6. In the 'Remarks' filed user can type the purpose of the request.
7. Now click on submit. An email notification will send to Custer Director who will approve all the IT form request.

PICTURE:

IT FORM:

Requestor:

User Name :

Department:

Request to create Email address:

Access Drives:

<input type="checkbox"/> Public 'P'	<input type="checkbox"/> Individual 'S'	<input type="checkbox"/> All Printers
<input type="checkbox"/> GExternal 'V'	<input type="checkbox"/> External 'T'	<input type="checkbox"/> Public 'M'
<input type="checkbox"/> Ginternal 'U'	<input type="checkbox"/> Internal 'R'	<input type="checkbox"/> Public 'N'
<input type="checkbox"/> GFinance 'H'	<input type="checkbox"/> SAP	<input type="checkbox"/> WM Ware
<input type="checkbox"/> GOperation 'W'	<input type="checkbox"/> Project 'X'	<input type="checkbox"/> VPN
<input type="checkbox"/> GHR 'O'		

Request of Software installation:

Remarks :

*Please avoid special characters(ex: , ; : " ')

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