	My Home Constructions Private Limited	Doc No.MHCPL-IT-03
	MHCPL-IT-Facilities form	Rev. No. 00 Date : 06.12.2017

IT FACILITY SERVICES REQUEST

Standard Operating Procedure

Revision History			
Date	Version	Revision Description	Author
06/12/2017	1.0	Initial document	IT & SAP

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1. SOP : IT FACILITY SERVICES REQUEST

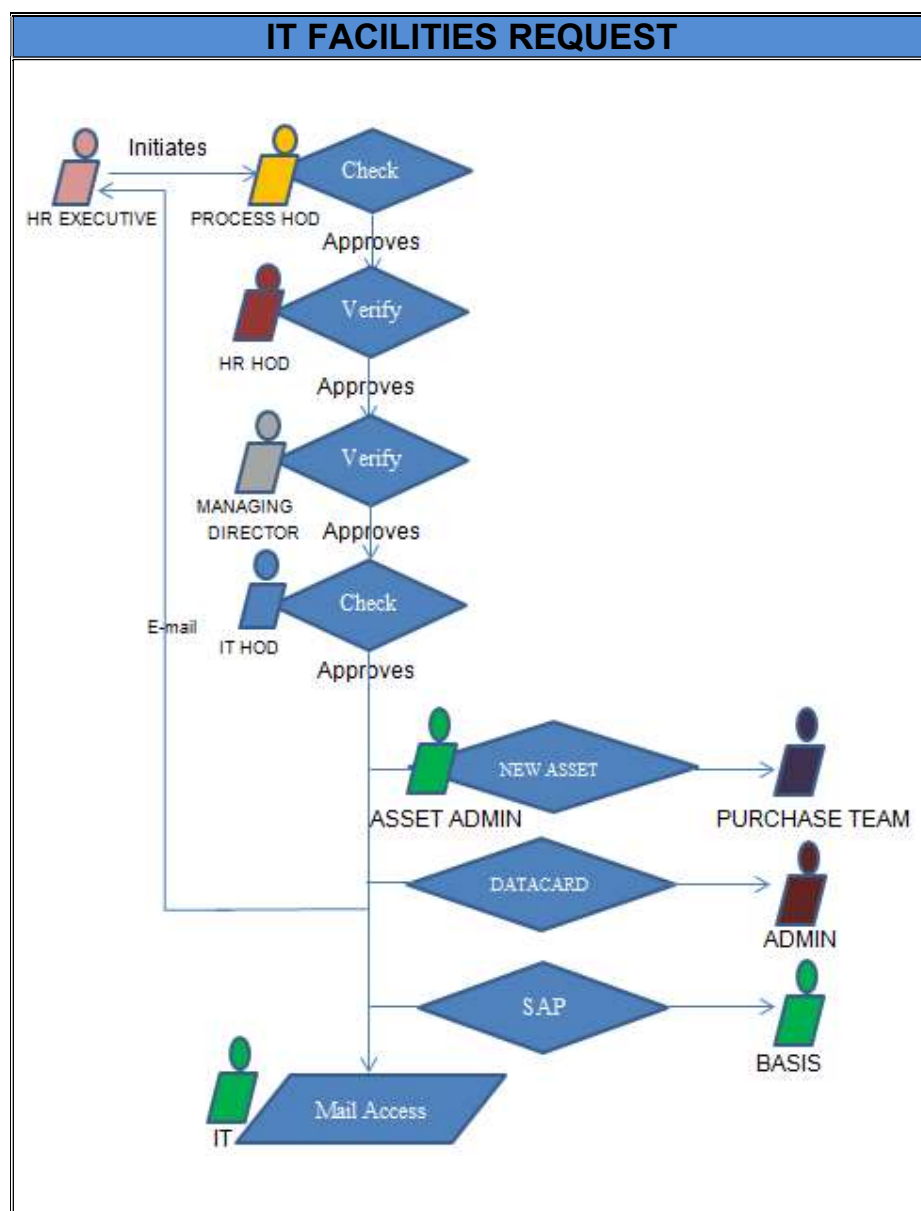
1.1 Purpose


The purpose of this SOP is to guide HR Executive to raise the IT Assets to the new Employee joining MHCPL.

1.2 Scope

The scope of this SOP is raise IT Facilities for new Employee joining MHCPL.

1.3 Workflow Details




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1.4 Roles

Role	Responsibilities
HR EXECUTIVE	<ul style="list-style-type: none"> Need to login to http://192.168.8.9:8081 . Fill in "Asset Approval" request with all the details.
PROCESS HOD	<ul style="list-style-type: none"> Evaluates the request for asset(s).
HR HOD	<ul style="list-style-type: none"> Evaluates the request for asset(s).
MANAGING DIRECTOR	<ul style="list-style-type: none"> Evaluates the request for asset(s).
IT HOD	<ul style="list-style-type: none"> Evaluates the request against available assets.
ASSET ADMIN	<ul style="list-style-type: none"> Evaluates the request against available assets. Recommend the configuration to Procurement team based on the request
ADMIN	<ul style="list-style-type: none"> Process the data card request.
BASIS	<ul style="list-style-type: none"> Creates SAP ID in PDR. Send the password in separate email.
PURCHASE TEAM	<ul style="list-style-type: none"> Process the new asset request.
IT	<ul style="list-style-type: none"> Process the request.

1.5 Activities

Step-1: HR Executive will raise the request on behalf of new employee..


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ASSET APPROVAL FORM	
Employee Details	
* Employee Name <input type="text"/>	* Employee Id <input type="text"/>
* Department <input type="text"/>	* Designation <input type="text"/>
* Reporting To <input type="text"/>	* Location <input type="text"/>
* Joined Date <input type="text"/>	Mobile No <input type="text"/>
* Email ID <input type="text"/>	* Sys Login Id <input type="text"/>
Services/Applications	
* Asset Type <input type="text"/>	* Data Card
Separate Printer <input type="text"/>	MS OFFICE <input type="text"/>
Any Other Softwares Required <input type="text"/>	* SAP ID <input type="text"/>
<input type="button" value="Submit"/>	

Step-2: Respective HOD will validate the request and approve the task, request for the HR HOD approval.

ASSET APPROVAL FORM	
Employee Details	
* Employee Name kamakshi	* Employee Id mhc498
* Department IT	* Designation PHP Developer
* Reporting To RAVI TEJ VEGESANA -- Sr.Manager	* Location Head Office
* Joined Date 14-06-2017	Mobile No 08790471465
* Email ID YES ▼	* Sys Login Id YES ▼
Services/Applications	
* Asset Type Desktop ▼	* Data Card
Separate Printer NO ▼	MS OFFICE YES ▼
Any Other Softwares Required PHP MYSQL ▼	* SAP ID NO ▼
HOD Comments/Recommendations <input type="text"/>	
<input type="button" value="Approve"/>	

Step-3: HR HOD will verify and approve the task and submit for the MANAGING DIRECTOR approval.


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ASSET APPROVAL FORM	
Employee Details	
* Employee Name kamakshi	* Employee Id mhc498
* Department IT	* Designation PHP Developer
* Reporting To RAVI TEJ VEGESANA -- Sr.Manager	* Location Head Office
* Joined Date 14-06-2017	Mobile No 08790471465
* Email ID YES ▼	* Sys Login Id YES ▼
Services/Applications	
* Asset Type Desktop ▼	* Data Card
Separate Printer NO ▼	MS OFFICE YES ▼
Any Other Softwares Required PHP MYSQL ▼	* SAP ID NO ▼
Comments/Recommendations	
HOD TEST	HR
<input type="button" value="Approve"/>	

Step-4: MANAGING DIRECTOR will approve the task and submit the form to IT HOD for verification of the assets.

* Employee Name kamakshi	* Employee Id mhc498
* Department IT	* Designation PHP Developer
* Reporting To RAVI TEJ VEGESANA -- Sr.Manager	* Location Head Office
* Joined Date 14-06-2017	Mobile No 08790471465
* Email ID YES	* Sys Login Id YES
Services/Applications	
* Asset Type Desktop ▼	* Data Card
Separate Printer NO ▼	MS OFFICE YES ▼
Any Other Softwares Required PHP MYSQL ▼	* SAP ID NO ▼
Comments/Recommendations	
HOD TEST	HR TEST
Managing Director TEST	
<input type="button" value="Approve"/>	

Step-5: IT HOD will approve the assets requested based on the IT inventory to assign or request the asset admin to provide recommendations based on the software(s) listed.

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* Employee Name	kamakshi	* Employee Id	mhc498
* Department	IT	* Designation	PHP Developer
* Reporting To	RAVI TEJ VEGESANA -- Sr.Manager	* Location	Head Office
* Joined Date	14-06-2017	Mobile No	08790471465
* Email ID	YES	* Sys Login Id	YES

Services/Applications

* Asset Type	Desktop ▼	* Data Card	
Separate Printer	NO ▼	MS OFFICE	YES ▼
Any Other Softwares Required	PHP MYSQL ▲▼	* SAP ID	NO ▼

Comments/Recommendations

HR	TEST ▲▼	HOD	TEST ▲▼
Managing Director	TEST ▲▼	IT HOD	TEST ▲▼

classic/cases/main_init# Approve

* Employee Name	kamakshi	* Employee Id	mhc498
* Department	IT	* Designation	PHP Developer
* Reporting To	RAVI TEJ VEGESANA -- Sr.Manager	* Location	Head Office
* Joined Date	14-06-2017	Mobile No	08790471465
* Email ID	YES	* Sys Login Id	YES


Services/Applications

* Asset Type	Desktop ▼	* Data Card	
Separate Printer	NO ▼	MS OFFICE	YES ▼
Any Other Softwares Required	PHP MYSQL ▲▼	* SAP ID	NO ▼

Comments/Recommendations

HR	TEST ▲▼	HOD	TEST ▲▼
Managing Director	TEST ▲▼	IT HOD	TEST ▲▼
System	▼	Printer	▼
System Model	▲▼	Printer Model	▲▼

Approve

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Step-6a: Purchase team will get notification to process the asset request based on the asset admin request(if requested).


Step-6b: Admin/Facilities will receive notification to process the data card(if selected).


Step-6c: IT team will receive notification to process with Mail and System login id request.

Step-6d: BASIS team will receive notification to process SAP ID request(if selected).

Step-6e: HR Executive will receive the pdf attachment with “terms and conditions for use of IT Services and Applications”. HR executive will get signature of the Employee(manually) after explaining the terms and conditions of IT services.

OUTPUT-

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		IT ASSET APPROVAL FORM			
Employee Name	kamakshi		Employee ID	mhc498	
Designation	PHP Developer		Department	IT	
Reporting To	RAVI TEJ VEGESANA – Sr Manager		Location	Head Office	
Mobile/Extn	08790471444		Joined Date	2017-06-14	
Email ID	YES		System Login ID	YES	
SERVICES / APPLICATIONS					
Asset Type	Laptop	Data Card	YES	Separate Printer	NO
MS Office	YES	Any Other Required Softwares	php	SAP User ID	YES
Sytem	New	System Model	New Model		
Printer	Existing	Printer Model	Existing Model		
As Per the Policy					
COMMENTS/RECOMMENDATIONS					
HR					
HOD					
Managing Director					
IT HOD					
General Terms & Conditions For Use of IT Services and Applications					
<p>1.IT has provided the facilities for the Companys Business.Use of Such facilities for personal & commercial purpose is Strictly Prohibited.</p> <p>2.Data and information related to the Company is confidential and to this extent user shall not disclose it or use it for personal profit or for the advantage of any person.</p> <p>3.Sensitive business information should be stored on the network hard disk.If any such information is stored in the local hard disk , it can be done only on prior permission from concerned HOD.</p> <p>4.User shall indemnify the Company against any any liability or claim that may arise on account of misconduct during their use of the Companys IT facilities.</p> <p>5.Company reserves the right to log and monitor and inspect use of all the IT facilities/services provided to the user.</p>					
Remarks:					

Approved By			
HOD	HR	Managing Director	IT HOD
A Padmaja	Administrator	Administrator	Administrator
2017/06/12 15:41:21	2017/06/12 15:41:39	2017/06/12 15:41:49	2017/06/12 15:42:22

Signature of the Employee

Revision History:

Initial	Dec-06-2017