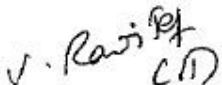
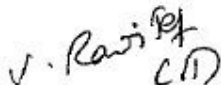


PRINTER/SCANNER/PROJECTOR EQUEST Standard Operating Procedure

Revision History			
Date	Version	Revision Description	Author
30-Nov-18	0.0	Initial document	IT Manager

 Reviewer	 Approver
---	--

Confidentiality Notice: This document is confidential and contains proprietary information and intellectual property of My Home Constructions Pvt Ltd.. Neither this document nor any of the information contained herein may be reproduced or disclosed under any circumstances without the express written permission of My Home Constructions Pvt Ltd.

Table of Contents

1.	SOP : PRINTER/SCANNER/PROJECTOR REQUEST	3
1.1	Purpose	3
1.2	Scope	3
1.3	Workflow Details	3
1.4	Roles	4
1.5	Activities	4

1. SOP : PRINTER/SCANNER/PROJECTOR REQUEST

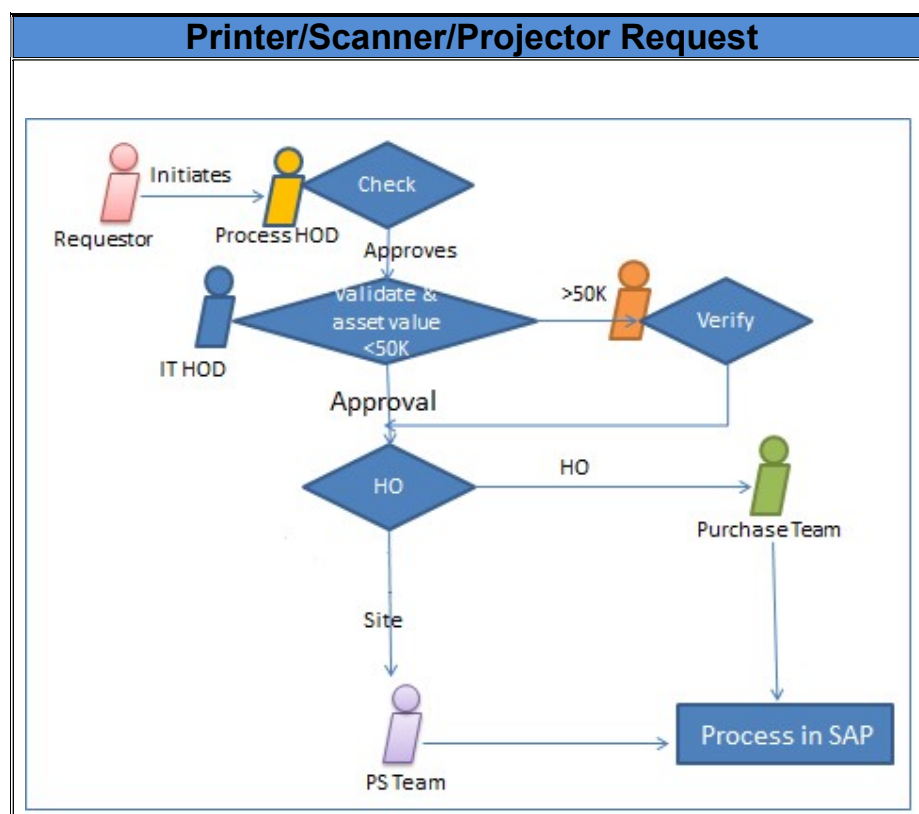
1.1 Purpose

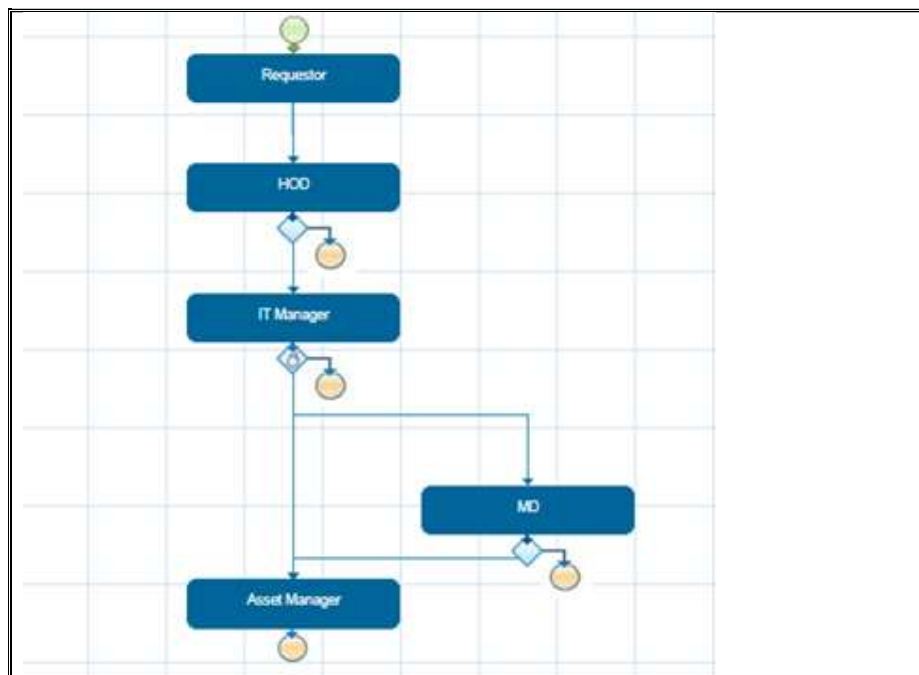
The purpose of this SOP is to guide IT team to raise the Printer/Scanner/Projector request to the existing Employee.

1.2 Scope

The scope of this SOP is to raise the Printer/Scanner/Projector request to the existing Employee of MHCPL.

1.3 Workflow Details





1.4 Roles

Role	Responsibilities
IT Team	<ul style="list-style-type: none"> Need to login to http://192.168.8.9:8081 . Fill in "Printer" request with all the details.
PROCESS HOD	<ul style="list-style-type: none"> Evaluates the request for Printer/scanner/projector.
IT MANAGER	<ul style="list-style-type: none"> Evaluates the request for usage.
MANAGING DIRECTOR	<ul style="list-style-type: none"> Evaluates the request for asset value more than INR : 50,000.00
ASSET MANAGER	<ul style="list-style-type: none"> Evaluates the request against available assets. Recommend the model/ configuration to PS/Procurement team based on the request
PS/Purchase Team	<ul style="list-style-type: none"> Process the request.

1.5 Activities

Step-1: Requestor will raise the request on behalf of employee..

Printer/Scanner Request	
Emp Details	
* Emp Name	SIVA
* Department	IT
* Reporting	R.SIVA SATYANARAYANA
* Location	2000-My Home Constructions Pvt. Ltd
* Emp Id	MHC560
* Designation	Admin
* Division	Construction
* Mobile	9701147259
Asset Details	
* Asset Type	Printer
* Justification For New Asset	test
* Comments	
test	
Submit	

Required Field

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

Printer/Scanner Request	
Employee Details	
Emp Name	SIVA
Department	IT
Reporting	R.SIVA SATYANARAYANA
Location	2000
Emp Id	MHC560
Designation	Admin
Division	construction
Mobile	9701147259
Asset Details	
Asset Type	printer
Justification For New Asset	test
Comments	
test	
Approve: Yes	
Submit	

Step-3: IT MANAGER will verify and approve the task and submit for the MANAGING DIRECTOR approval if price cost >50K otherwise submit for ASSET MANAGER.

Printer/Scanner Request	
Employee Details	
Emp Name : SIVA	Emp Id : MHC560
Department : IT	Designation : Admin
Reporting : R.SIVA SATYANARAYANA	Division : construction
Location : 2000	Mobile : 9701147259
Asset Details	
Asset Type : <input type="text" value="Printer"/>	Comments : test
Justification : <input type="text" value="test"/>	
For New Asset : <input type="text"/>	
IT Manager Comments : <input type="text" value="test"/>	
Approve : <input type="text" value="Yes"/>	
<input type="button" value="Submit"/>	

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

Printer/Scanner Request	
Employee Details	
* Emp Name	SIVA
* Emp Id	MHC560
* Department	IT
* Designation	Admin
* Reporting	R.SIVA SATYANARAYANA
* Division	construction
* Location	2000
* Mobile	9701147259
Asset Details	
* Asset Type	printer
* Comments	test
* Justification For New Asset	test
* IT Manager Comments	test
* MD Comments	test
Approve	Yes ▼
Submit	

Required Field

Step-5: ASSET MANAGER will approve the assets requested based on the IT.


Printer/Scanner Request	
Employee Details	
Emp Name	SIVA
Emp Id	MHC560
Division	construction
Department	IT
Designation	Admin
Reporting	R.SIVA SATYANARAYANA
Location	2000
Mobile	9701147259
Asset Details	
* Asset Type	Printer ▼
* Asset Model	HP 440M DN
Comments	test
IT Manager Comments	test
Justification For New Asset	test
MD Comments	test
Submit	

Required Field

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

	My Home Constructions Private Limited MHCPL-IT-SOP-PRINTER_SCANNER_PROJECTOR	Doc No.MHCPL-IT-04 Rev. No. 00 Date : 30.11.2018
--	--	--

OUTPUT-

		PRINTER/SCANNER/PROJECTOR APPROVAL FORM	
CASE ID	34497	Division	construction
Employee Name	Vineeth	Employee ID	MHC298
Designation	developer	Department	IT
Reporting To	RAVITEJ VEGESANA	Location	2000
Mobile	7893314886		
SERVICES / APPLICATIONS			
Asset Type	scanner		
Asset Model	scanner n9120		
Comments	test		
Justification For New Asset	test		
COMMENTS/RECOMMENDATIONS			
Requestor	test		
IT MANAGER	test		
MD	test		
General Terms & Conditions For Use of IT Services and Applications			
1.IT has provided the facilities for the Company's Business.Use of Such facilities for personal & commercial purpose is Strictly Prohibited. 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. 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. 4.User shall indemnify the Company against any liability or claim that may arise on account of misconduct during their use of the Company's IT facilities. 5.Company reserves the right to log and monitor and inspect use of all the IT facilities/services provided to the user.			
Approved By			
HOD Sai Vineeth j 2018-11-27 10:31:44		IT MANAGER Sai Vineeth j 2018-11-27 10:32:27	
MD Sai Vineeth j 2018-11-27 10:32:57			
Raised By Administrator System 2018-11-27 10:30:10			
Asset Model details has been updated by Sai Vineeth j at 2018-11-27 10:33:35			

Note : New/Existing employee need to contact IT (it@myhomeconstructions.com) to raise the printer/scanner/projector/IT related request.

Revision History:

Initial	Nov-30-2018