

PRINTER/SCANNER/PROJECTOR EQUEST

Standard Operating Procedure

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.

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

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

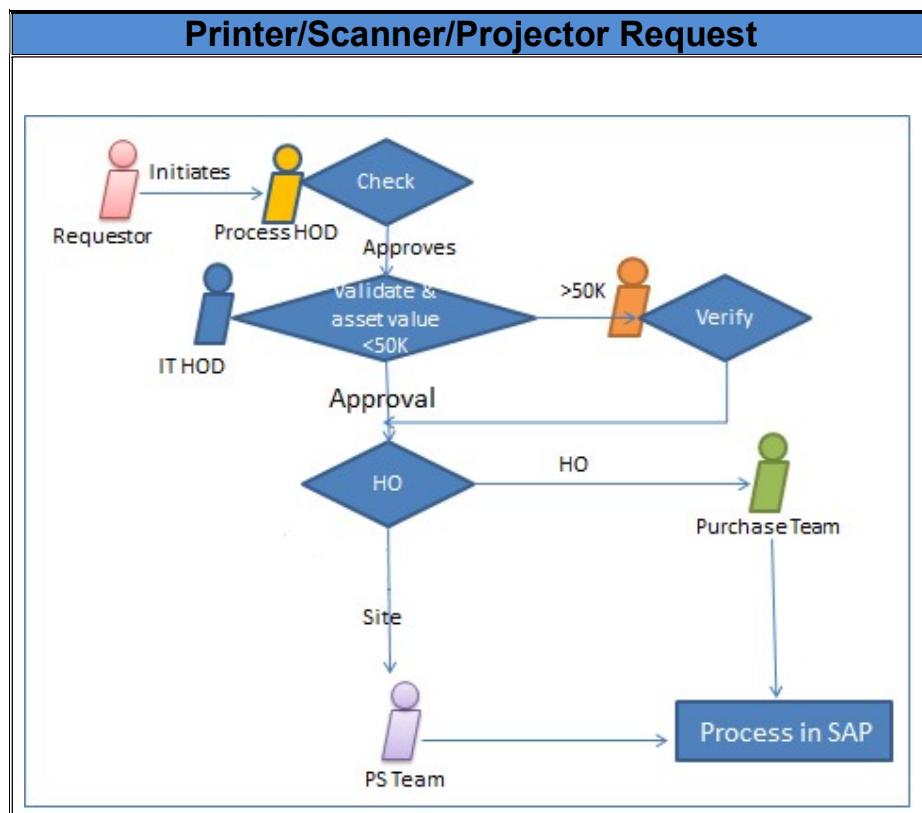
1.1 Purpose

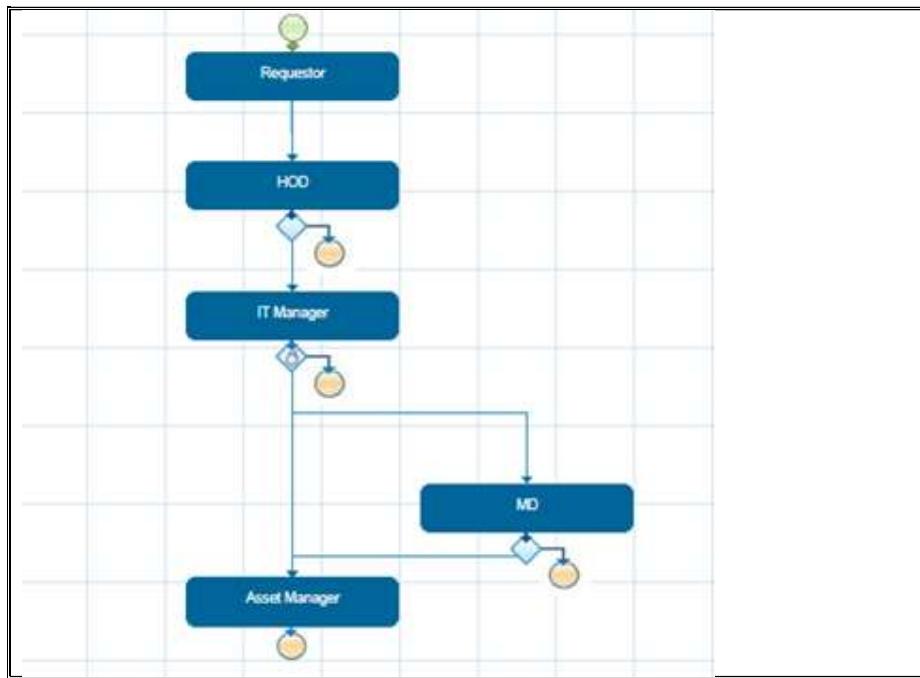
The purpose of this SOP is to guide IT team to raise the Printer/Scanner/Projector request to the existing Employee.

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 <input type="text" value="SIVA"/>	* Emp Id <input type="text" value="MHC560"/>
* Department <input type="text" value="IT"/>	* Designation <input type="text" value="Admin"/>
* Reporting <input type="text" value="R.SIVA SATYANARAYANA"/>	* Division <input type="text" value="Construction"/>
* Location <input type="text" value="2000-My Home Constructions Pvt. Ltd"/>	* Mobile <input type="text" value="9701147259"/>
Asset Details	
* Asset Type <input type="text" value="Printer"/>	* Comments <input type="text" value="test"/>
* Justification For New Asset <input type="text" value="test"/>	
<input type="button" value="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 <input type="text" value="SIVA"/>	Emp Id <input type="text" value="MHC560"/>
Department <input type="text" value="IT"/>	Designation <input type="text" value="Admin"/>
Reporting <input type="text" value="R.SIVA SATYANARAYANA"/>	Division <input type="text" value="construction"/>
Location <input type="text" value="2000"/>	Mobile <input type="text" value="9701147259"/>
Asset Details	
Asset Type <input type="text" value="printer"/>	Comments <input type="text" value="test"/>
Justification For New Asset <input type="text" value="test"/>	
Approve <input type="text" value="Yes"/>	
<input type="button" value="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

Printer ▼

Comments test

Justification

For New

Asset



IT Manager Comments

test

Approve

Yes ▼

Submit

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

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

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	test	IT Manager Comments	test
For New Asset		MD Comments	test
		Approve	Yes ▼
			<input type="button" value="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	test	MD Comments	test
For New Asset			
			<input type="button" value="Submit"/>

Required Field

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

**OUTPUT-**

PRINTER/SCANNER/PROJECTOR APPROVAL FORM			
CASE ID	14497	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 m9120		
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 <p>1. IT has provided the facilities for the Company's 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 liability or claim that may arise on account of misconduct during their use of the Company's 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>			
Approved By			
HOD	IT MANAGER		
Sai Vineeth j	Sai Vineeth j		
2018-11-27 10:31:44	2018-11-27 10:32:27		
MD	Raised By		
Sai Vineeth j	Administrator System		
2018-11-27 10:32:57	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