

Prepared By: IT Department	<b>Unused Computer</b>	Date: 24 November 2020	
Checked By: MR		Revision: 00	
Approval By: Director		Doc. No.: wi-it/unusedcomp/05/ikb/11/2020/00	Page: 01 of 01
<p><b>Purpose:</b> Make a list of unused computer (hardware / software). This list is updated every time a computer (hardware / software) becomes Unused (Totally Damage / Repairable but Cost of Repair same as the New One. It also contains Computer ( Good Computer but currently not USED and also Repairable Computer).</p>			
<p><b>Scope:</b> All Campuses</p>			
1. Procedural Steps			
No	Procedural steps and Description	PIC	Forms
1	<p>Make a list of Unused Computer every semester and report it to IT Hardware Manager with the following status:</p> <ul style="list-style-type: none"> <li>- If there are any computers (hardware / software) that are totally damage (not repairable)? <b>Status: Damage (D)</b></li> <li>- If there are any computer (hardware / software) that can be repaired but the cost of repair is almost same to that of a new one? <b>Status: Repairable Expensive (RE)</b></li> <li>- Items that is not use but still in Good Condition. <b>Status: Good Condition (G)</b></li> </ul>	IT Staff in Respective Campus	Helpdesk (ticket)
2	IT Staff Respective Campus will send the list Unused Computer to IT HW Manager for acknowledgement. And IT Staff in Respective campus to update the CIF.	IT Staff in Respective Campus	Unused Computer Form CIF
3	IT Hardware Manager will make a summary List of Unused Computer of Damaged and Repairable Expensive to be sent to Office Manager.	IT Hardware Manager	Unused Computer Form

