

Request Information

Requester's Division / Department:	Requester Name:
Request Code:	Related Project:

Item	Maadisht Installation Checklist	Status			
		Yes	No	NA	Comment
1	Filling out 'Systems Division Project Employee-Hour and Cost Estimation Form (FRM-SYS-016)' for Consortium projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Filling out 'Software Engineering Application Installation / Updating Information Form (FRM-SWE-021)'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Checking DNS and VPN settings with ITD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Checking Maadisht in SeCity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Checking general options of Maadisht site (e.g., Menu, Tasks, Reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Checking the site help link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Testing the site in Mozilla Firefox and Google Chrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Adding Systems Division Director, SSS Department Manager, SWE Department Manager, Software Developers, and SSS members as System Administrator users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Filling out 'Backup Request Form (FRM-ITD-010)', submitting it to NET members, and submitting a hard copy to Systems Division Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Updating IP address on Systems Division Barg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Action taken by:

Name: _____ Signature: _____ Date: _____
Systems Support Services Department Member
Month DD, YYYY*

* Mandatory
 - The date format must be exactly the same as the one referred in the form.

ITD: Information Technology Division
 NET: Network and Communication Department
 SSS: Systems Support Services
 SWE: Software Engineering