**Bahagian I: Diisi oleh Pegawai Melapor**

1. Nama Pegawai: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Jawatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Bahagian/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Tarikh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Masa\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Kerosakan / Masalah

|  |  |  |  |
| --- | --- | --- | --- |
| Client | | Server | |
|  | PC (Mouse / Keyboard / Monitor dll) |  |  |
|  | Lain-lain |  |  |
|  | e-mail |  |  |
|  | Printer |  |  |
|  | Internet |  |  |
|  | Virus / Antivirus |  |  |
|  | Aplikasi : ESPKB / e-Perolehan / HRMIS |  |  |
|  | Perisian |  |  |
|  | Intranet / EG-Net |  |  |

1. Keterangan kerosakan (Ringkasan) / *Error Message*
2. Tandatangan Pelapor :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bahagian II: Tindakan Bahagian Teknologi Maklumat**

1. Laporan siasatan

No. Inventori: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No Siri: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tindakan

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tarikh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Masa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Nama Pegawai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bahagian III: Untuk diisi oleh vendor**

1. Nama syarikat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Nama pegawai yang bertanggungjawab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Tarikh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Masa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Laporan penyelenggaraan (perlu disertakan) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Komponen yang perlu diganti/tukar dan kos yang terlibat (Kepilkan sebut harga)

|  |  |  |  |
| --- | --- | --- | --- |
| **Bil** | **Keterangan** | **Kuantiti** | **Kos (RM)** |
|  |  |  |  |
|  |  |  |  |

1. Kerosakan / Masalah yang perlu dibaiki dan disertakan kepada Unit Sistem Maklumat PMWP

Tarikh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Masa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tandatangan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bahagian IV: Serahan perkakasan ICT/Kerja telah dilaksanakan kepada pelapor**

1. Tarikh: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Masa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Tandatangan pelapor dan mengesahkan masalah/kerosakan telah diperbaiki

Nama: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tandatangan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Disahkan/Diluluskan oleh

Nama: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jawatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potong yang tidak berkenaan \*\*Simpanan fail (Fail kerosakan/Laporan) Ikut siri nombor dan tarikh laporan