

<b>Laptop CheckList Form</b>	<b>Date of Submission:</b>
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**Compare Infobase Ltd.**

**Laptop CheckList Form**

**Name** .....

**Department:** .....

**System Serial Number** .....

**Operating System and Registration** .....

**Laptop Drivers** .....

**Username & Passwd** .....

**Administrative Privileges Disabled(Y/N)** .....

**Data (WindowsCalender etc.)** .....

**Old Data Cleaned(Y/N) ?** .....

**Chat-**                     Global Chat     Local Chat

**Softwares (Graphics/Accounting/Others)** .....

**Email Configuration and Transfer(Yes/No)**.....

**Data Card** .....

**Data Card Number** .....

**Office Software's**     Open Office     Microsoft Office     Others.....

**Printer Installation** .....

**USB Mouse (Optional)** .....

**Antivirus** .....

**Signature (Installation Executive)::** .....

**SIGNATURE**  
**(Employee)**

**DATE**

<b>Approved By:</b> COO	<b>Form Number:</b> QMS-IFT-LCF 01	<b>Security Classification:</b> Confidential	<b>Page 1 of 1</b>
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