New Computer Installation Request Form
For IBM-Type PC’s

Name of Submitter____________________________ Contact #_____________
Name of person that will be using the machine____________________________
Phone:_______________Date:___________________Asset Tag#:____________
Location Where Computer Will be Installed:_____________________________
Model Type (i.e. Dell Latitude, Dell GX280):_____________________________

Is there an existing system that the new computer will replace? Yes / No
If there is an existing computer, will that computer be going to someone new? Yes / No
(If yes, please submit an additional work order with that specific information.)

Operating System:

New machines come with the Windows XP Professional already loaded. If you need a
different operating system, or different service pack level, please indicate it
here:_____________________________________________________

Standard Software:

The following standard software will automatically be loaded. Please make a note if
you need an exception made:_________________________________________
Novell Network client, McAfee Anti-Virus, Adobe Acrobat Reader, Anti-Spyware,
GroupWise, Office 2003 Professional for PC. On laptops, UNTHSC wireless network,
UNTHSC dial in, and Cisco VPN software will also be configured.

Supported Optional Software: (If you do not request installation of a component at
the time of a new PC setup, there will be an additional charge to install at a later time)

Clinical Applications
__ Rumba                                      __ Talknotes
__ SWIM (Requires NT account)               __ Quadramed
__ Edat/PIE                                   __ Application Extender
**Department Specific Applications**

- GreenTree
- Bank One
- PrivPlus
- Meditech (Baylor or Plaza) (Requires Modem)
- Badge/Cardinal
- SPSS
- Other (please specify)

**Applications supplied by user or requiring a license**

- Adobe Acrobat (Writer)
- Microsoft Visio
- Other (please specify)

**Data Recovery:**

I need data moved from an old computer to the new computer: **Yes / No**

If yes, please specify the folder that contains your data (such as My Documents)

Do you have a GroupWise archive that needs to be moved? **Yes / No**

If you have files that need to be moved beyond the usual such as Word, Excel, Powerpoint, Access, pdf, etc… please specify ____________________________

Do you need Internet Explorer bookmarks moved? **Yes / No**

Do you keep files on your desktop? **Yes / No**

**Please indicate if additional hardware will need to be attached to your computer:**

- Scanner
- Printer
- PDA
- External Media (Zip, CD Burner etc…)
- Modem
- Other (please specify)

**Additional Software:** Please list any additional software you need installed (you will need to provide the license and software at the time of installation)

_________________________________________  ____________________________________________

_________________________________________  ____________________________________________

**Network Printing:** If you need to print to a network printer, please specify the following information.

Location of Printer (s): __________________

Inventory Number of Printer (s): __________________

Model of Printer(s) (HP4550, …): __________________