Un   mi

Document
Management

Installation Form for Ascent/ IWPM/DMIC/CM

REQUESTOR SECTION: IDR #: _____

(Please check one): _____Ascent _____IWPM _____DMIC _____ CM   Date: _____

(Please check one): _____New Install _____Reinstall (**$ 75**/IWPM **$ 50**/DMCM)

*If requesting a "Reinstall", enter **UserID**:*   _____

_____   _____   _____

User First Name   MI   **User Last Name**

Email: _____   Phone #: _____

Department: _____   **UM ID#**: _____

Building: _____   Room #: _____   Campus: _____

_____   _____

Supervisor's Name   **Supervisor's Email**

THIS IS ONLY FOR IWPM OR ASCENT REQUESTS

Before we can do an install, make sure the following is set-up correctly:
1. The PC must be network ready
2. The scanner must be recognized by the PC
3. The PC must be logged on with administrative privileges

Send fax to (305) 284-2840 or email this completed form and the IDR to dm.it@miami.edu
For information and pricing, please call our help desk at 284-2140.

IT Document Management Office Use Only:

User ID: _____   Complete: _____

Copy from: _____   Comments: _____

OS/400: _____ (*signoff if Web)		Database: _____	
WRKDIRE: _____		EIS: _____	
WAF: _____ (edit profile)		**Delete user:**	
Test: _____		Delete OS/400:	_____
PW expire: _____		Copy objects to EKDGROUP:	_____
Instructions: _____		Delete WAF:	_____
		Update Database:	_____
CHGOWNER: _____ (if Scan ID)		Remove from CHGOWNER:	_____

Rev 2 - 05/20/2011

Document Management Scan Station Installation Checklist