



## STANDARD OPERATING PROCEDURE

### PTSL / SOP / IT / CREATE WINDOWS

#### LOGIN ID

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Prepared By</b>	LAI MING HOE ASSISTANT IT MANAGER		
<b>Reviewed By</b>	GIN KOH, HEAD OF IA		
<b>Approved By</b>	MOHD RASHID GALLYOT VP, GROUP HOSPITALITY		

#### **For the attention of the User**

Users may give feedback or present comments and recommendations on any aspect of this Document and address them to Internal Audit Department, Yong Tai Berhad.

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<b>STANDARD OPERATING PROCEDURE RELATED PARTY TRANSACTION</b>  <b>CREATE WINDOWS LOGIN ID</b>	DOC NO : PTSL /SOP /IT/CWLID
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## **1.0 OBJECTIVE**

To Create Windows Login ID for Staff to use Office PC with Windows Server security Control only able to use Opera PMS, File Sharing and Application and etc.

## **2.0 SCOPE**

This procedure applies to create Windows ID for new join user, who need to use Opera PMS, Folder Sharing and Office work.

## **3.0 DEFINIITION**

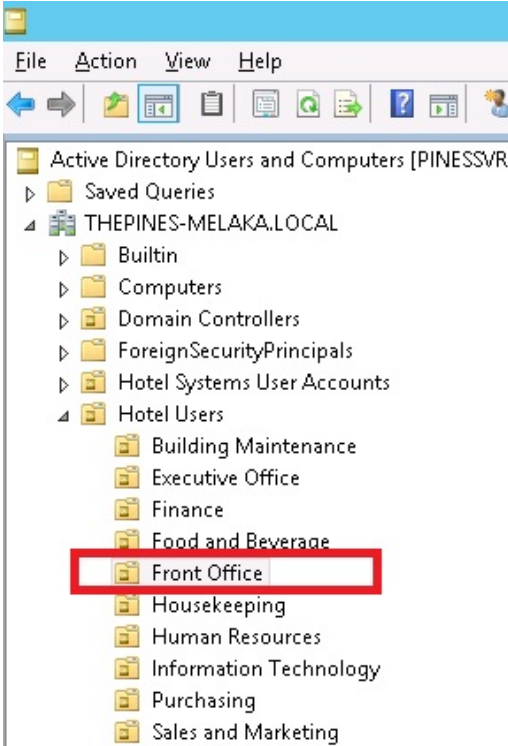
- 3.1 "IT" shall refer to Information Technology Staff
- 3.2 "HOD" shall refer to Head of Department

## **4.0 RESPONSIBILITY**

- 4.1 IT Department create Windows ID to carry out their job strictly and professionally and accordance to Company's policies and procedures.
- 4.2 IT Department to ensure the security of the staff & premises and only allow authorized staff to use Office PC with Windows Login.

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**5.0 PROCEDURE**

STEP	DESCRIPTION	RESPONSIBILITY
5.1	Staff must submit IT User Creation and Change Request Form to IT Department with complete detail and Manager Department and Hotel General Manager Approval.	HOD
5.2	<p>Step to create New User at Domain Server First Login to Windows Server (PINESSVRADS01) using Remote Desktop.</p> <p>Second Open Active Directory Users and Computers Drop down list to Department Folder</p> <p>(Active Directory -&gt; THEPINES-MELAKA.LOCAL -&gt; Hotel Users -&gt; Front Office) example.</p> 	IT Department

**STANDARD OPERATING PROCEDURE  
RELATED PARTY TRANSACTIONS**

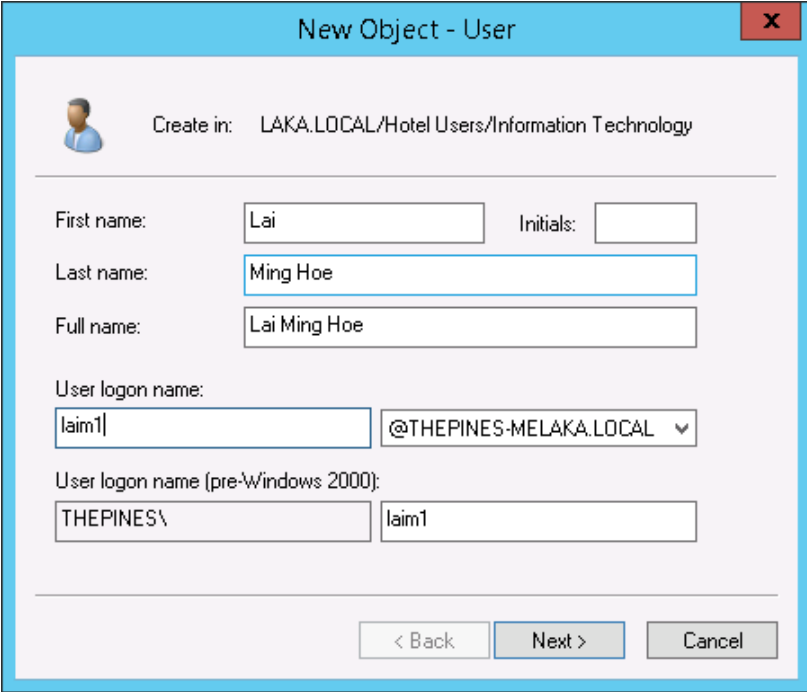
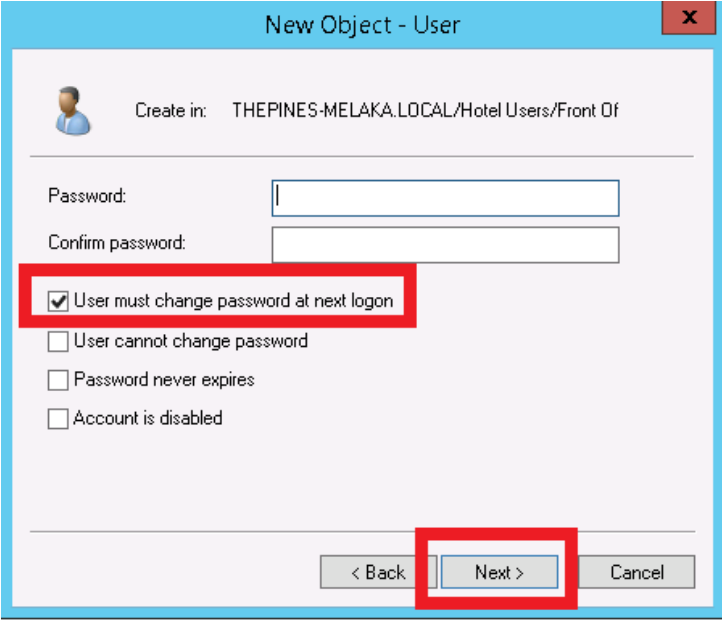
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**CREATE WINDOWS LOGIN ID**

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STEP	DESCRIPTION	RESPONSIBILITY
5.3	<p>On Right Side Panel, right click -&gt; Select New -&gt; User. Key in Staff Full Name. For User ID pattern is first name + last name first character, then Select Next Button.</p> 	IT Department
5.4	<p>Key in a password (alphabet big and small + numbering), Then tick User must change password at next logon, Then Select Next Button.</p> 	IT Department

**STANDARD OPERATING PROCEDURE  
RELATED PARTY TRANSACTIONS**

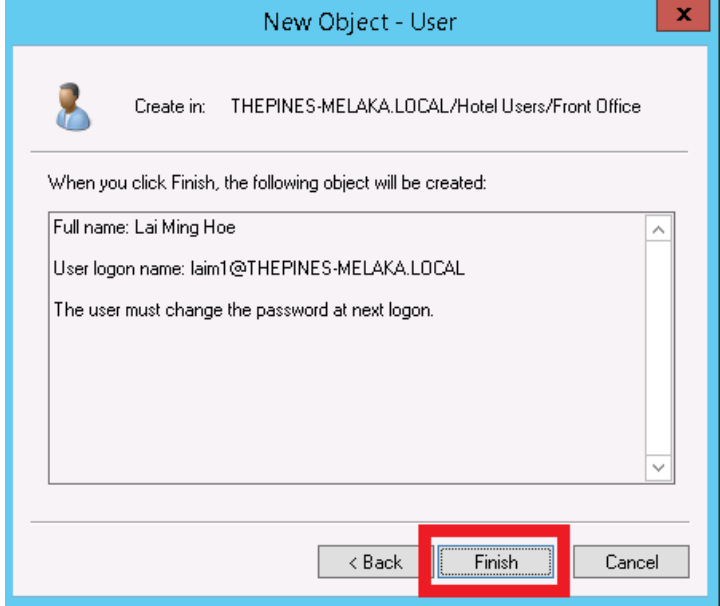
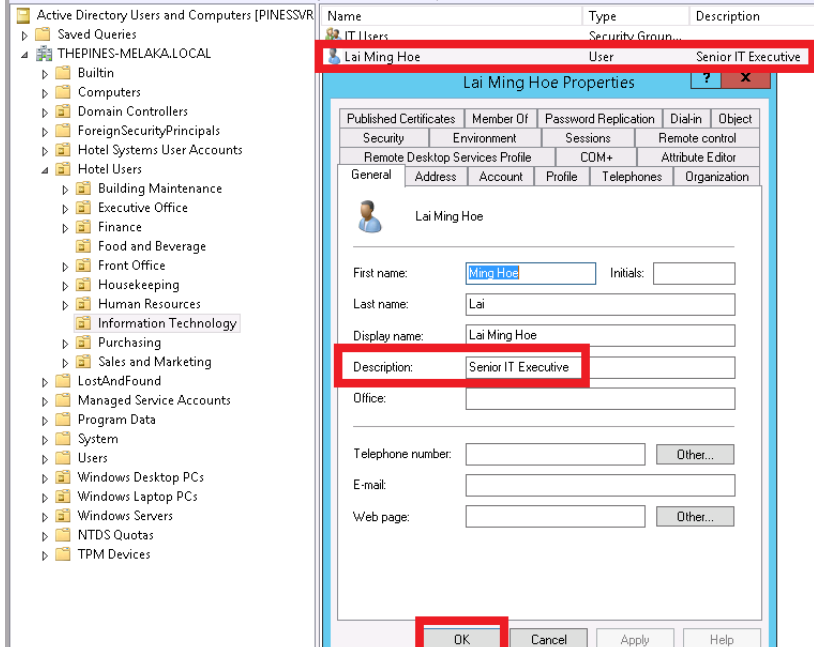
DOC NO : PTSL /SOP /IT /CWLID

**CREATE WINDOWS LOGIN ID**

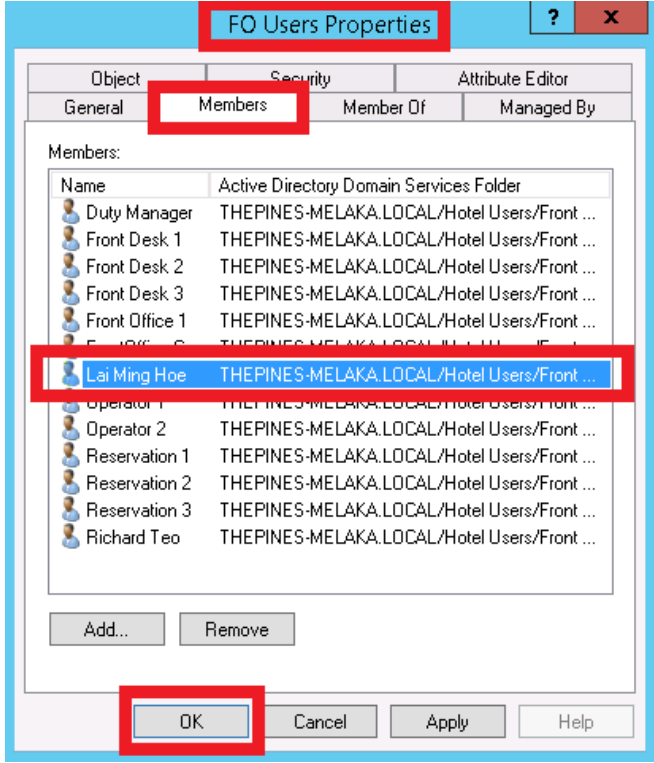
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STEP	DESCRIPTION	RESPONSIBILITY
5.5	<p>It will show Windows User ID Created, then click Finish Button.</p> 	IT Department
5.6	<p>After User Created, it will display at right panel, IT need to add in Staff Job Title as Description.</p> 	IT Department

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STEP	DESCRIPTION	RESPONSIBILITY
5.7	IT need to add user in Department Group (like FO Users Security Group). Select Member Tab, and add the new users, than OK.  	IT Department
5.8	Make sure user is login to New Windows ID at PC. And Windows Server force user to key in new password. After that User Manager to use Folder Sharing, Opera PMS, Application and etc.	IT Department

**6.0 RECORDS**

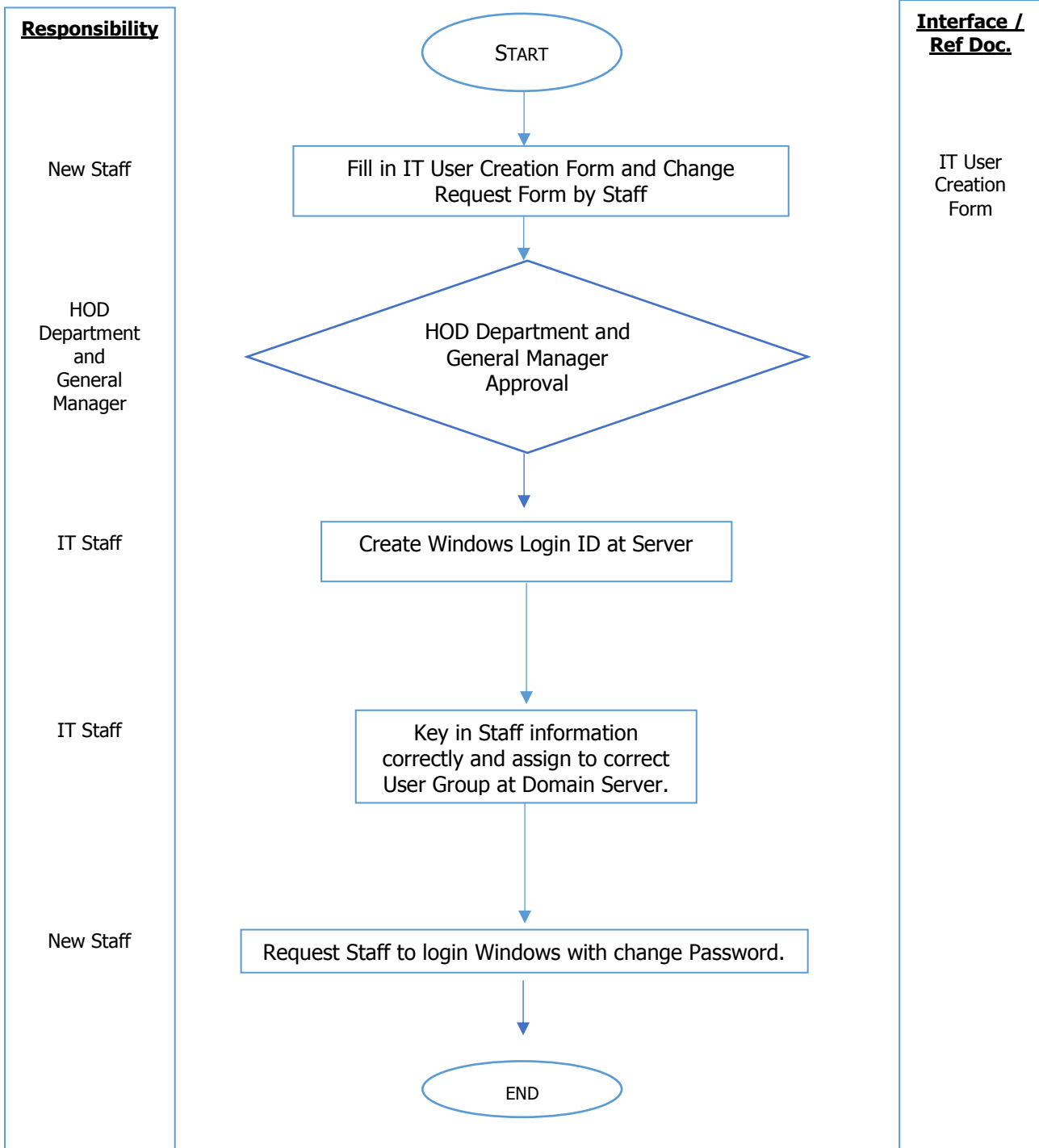
Records Type/Title	Retention Period
IT User Creation and Change Request Form	2 years

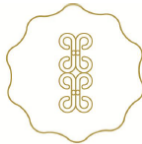
**7.0 APPENDIX**

Appendix 7.1: Process Flow of Create Windows Login ID.

Appendix 7.2: IT User Creation and Change Request Form.

Process Flow of Create Windows Login ID





THE PINES  
MELAKA

IT User Creation and Change Request Form

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Applications

Windows  MICROS

Email  Q3F

Please specify: \_\_\_\_\_  
Opera  Materil Control   
Please specify: \_\_\_\_\_

Details of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For IT Department Use

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_