

DamageWise iPad Reassignment Worksheet

Please use the following for all DamageWise iPad Reassignments, this form should be attached to a Helpdesk Ticket to be serviced.

1. Please fill this form out completely, the information requested is required for MIS to correctly reassign the device.
2. User names should be the users name as listed in Outlook, please do not use nick names or initials.
3. The DW iPad Name should be 3 letter characters followed by an underscore followed by 3 digits (ex. TST_123). This is for incident assignment. Do not provide the commission number or device serial number for this field.

Reassignment 1		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name
New User Information		
_____	_____	_____
User Name	E-Mail Address	Location
_____	_____	
Device Serial #	DW iPad Name	

Reassignment 2		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name
New User Information		
_____	_____	_____
User Name	E-Mail Address	Location
_____	_____	
Device Serial #	DW iPad Name	

Reassignment 3		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name
New User Information		
_____	_____	_____
User Name	E-Mail Address	Location
_____	_____	
Device Serial #	DW iPad Name	

Reassignment 4		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name
New User Information		
_____	_____	_____
User Name	E-Mail Address	Location
_____	_____	
Device Serial #	DW iPad Name	