TWP LAPTOP REPLACEMENT FORM

Provide Laptop Site, Instrument and Replacement Technician name(s)

Site:

Instrument:

Replaced By:

After taking the old laptop off-line, please back up any essential application configuration files and provide them to the TWP Office at Los Alamos per prior instruction. When swapping laptops provide the information in the section below:

Replaced Laptop	New Laptop
Property Tag:	Property Tag:
Serial Number:	Serial Number:
Date Off-Line	Date On-Line
Time Off-Line (GMT)	Time On-Line (GMT)
Network Settings Provide the information below. FTP Settings are those applied to Serv-U.	
IP Address:	
Computer Network Name:	
FTP Send Directory:	
FTP User Name:	
FTP Password:	
Software Changes/Updates	
Below list any software applications that were installed as part of this replacement. Include application version numbers where possible.	Below list any configuration, initialization, data or other files that were installed as part of this replacement.

Replacement Laptop Disposition:

Explanation:

Replacement Laptop Packed for Shipment to:

Replacement Laptop CorePC Updated?

Other Notes:

Notes:

New CPCC Version:

Save the replacement record w/ a file name in the format RPL(LAPTOP)-INSTRsiteYYYYMMDD. For example the record for replacing the BBSSS at Manus on February 12, 2003 would be named RPL(LAPTOP)-BBSm20030212.