Prepared by:	Approved by:
Name: Mohammad Azim Aziman	Name: Shukri Abdul Rahman
Position: IT Senior Executive, Information Technology Department	Position: Manager, Information Technology Department

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/01/17	Establishment	00	Manager, ITD
2	01/08/22	Amendment	01	Manager, ITD
3	14/12/22	Opportunities for Improvement	02	Manager, ITD
4	14/06/24	Review on references, abbreviations, description on the working procedures and records.	03	Manager, ITD
5	01/10/24	Amendment	04	Manager, ITD

1.0   OBJECTIVE

The objective of this SOP is to make sure access card of UTS Staff and UTS Student for printing is updated in the PaperCut MFP database.

2.0   SCOPE

The scope of this SOP applies to UTS Staff and UTS Student on the steps, responsibilities, and procedures required to enable an access card for use in secure printing within the organization.

3.0   REFERENCES

PaperCut MFP Server

Link: http://10.1.1.234:9191/

4.0   DEFINITIONS / ABBREVIATIONS

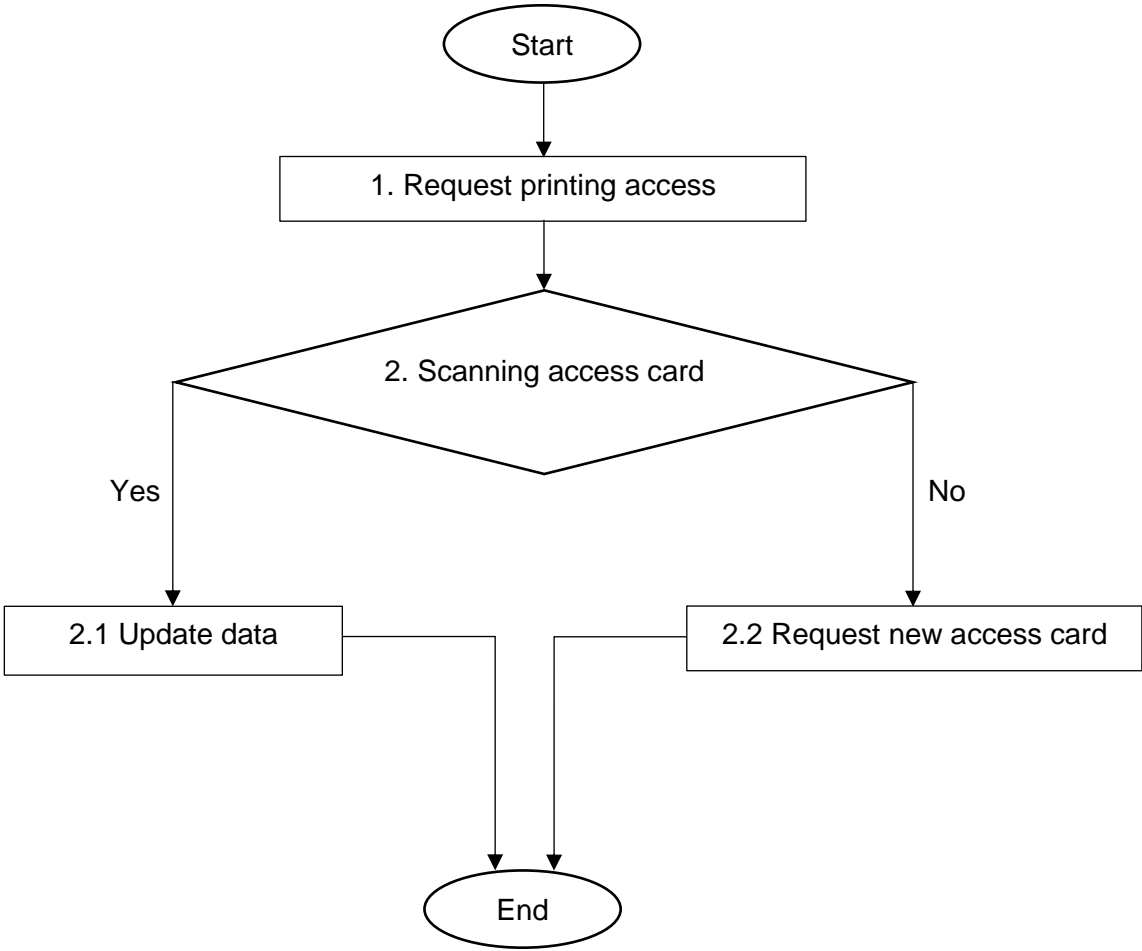|		
IT	:	Information Technology
ITD	:	Information Technology Department
MFP	:	Multi-Function Printer
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

5.0   RESPONSIBILITY

5.1   Head of ITD is responsible to ensure the SOP is adhered to.

5.2   UTS Staff is responsible to follow and adhere to this SOP.

5.3   UTS Student is responsible to follow and adhere to this SOP.

5.4   The IT Technician is responsible to follow and adhere to this SOP.

6.0   PROCEDURE

6.1   Refer to the process flow chart.

```
                    ┌─────────┐
                    │  Start  │
                    └────┬────┘
                         │
                         ▼
          ┌──────────────────────────────┐
          │  1. Request printing access  │
          └──────────────┬───────────────┘
                         │
                         ▼
                    ◇─────────────◇
              2. Scanning access card
                    ◇─────────────◇
          Yes                          No
           │                            │
           ▼                            ▼
   ┌─────────────────┐      ┌────────────────────────────┐
   │ 2.1 Update data │      │ 2.2 Request new access card │
   └────────┬────────┘      └─────────────┬──────────────┘
            │                             │
            └──────────┐    ┌─────────────┘
                       ▼    ▼
                    ┌─────────┐
                    │   End   │
                    └─────────┘
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7.0   DESCRIPTION

No	Description	Person in Charge	Reference
1	UTS Staff / UTS Student request to activate the access card for printing.	UTS Staff UTS Student	
2	ITD scan the access card. 2.1 If the access card scanning is successful, ITD will update the user data in PaperCut MFP Server.	IT Technician	PaperCut MFP Server
	2.2 If the access card scanning is unsuccessful, the UTS Staff / UTS Student have to request new access card to the MFSD.	UTS Staff UTS Student MFSD Staff	
3	The duration to complete the process from start to finish is 1 working day.		

8.0   RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	**PaperCut MFP Server**	PaperCut MFP Server: http://10.1.1.234:9191/, ITD Staff	Permanent