



Backup Form			
		Jabatan Digital Negara (JDN) Bahagian Pembangunan Perkhidmatan Gunasama Infrastruktur dan Keselamatan Digital (BPG) Tel: 03-8000 8000	
			
Customer Details			
Customer Name			
Address			
Contact Person			
Email			
Mobile Number			
Request/Specification Details			
<u>Pre-requisite</u> * List of supported Operating Systems (please refer to Appendix I) * Windows/Linux- For production environments, <u>minimum 32 MB</u> of memory for each client (Physical Server)			
Request Description:		<input type="checkbox"/> Backup <input type="checkbox"/> Simulation	
Host Name/IP			
Server Type		<input type="checkbox"/> Physical <input type="checkbox"/> Virtual [<input type="checkbox"/> VMWare <input type="checkbox"/> HyperV]	
Server OS			
Server Make			
Server CPU			
Server RAM			
Server Roles			
Details of what server is used for			
Item	Specifications		
CommServe Server	ptjbackup (10.24.2.87)		
Type of Backup*	<input type="checkbox"/> Full <input type="checkbox"/> Incremental <input type="checkbox"/> Image for Virtual *check all that apply		
Backup Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Backup Frequency	Daily : <input type="checkbox"/>	Weekly : <input type="checkbox"/>	Monthly : <input type="checkbox"/>
Backup Window (time / hours)	Example : Full – Sun, 8pm Inc – Daily, 10pm		Retention Period : Example : Full – 1mth, Inc – 2wks
Directories/Mount Points/Environment Variables	Please Specify the Email Suite Name, Application or Database Name (if any) : Example – Database : Oracle 10G		
	Directories/Mount Points	Used Disk Size (MB/GB)	

JDN-ISMS-P4-003-PDSA

Backup Checklist

Open Port in Firewall	
* Ports Required by backup	
Register in hosts file <i>* if could not be resolved by DNS</i>	On Client - Commserve and Media IP (Cyberjaya / Putrajaya) ptjbackup - 10.24.2.87 ptjmedia - 10.24.2.88 cbjmedia - 10.17.248.112 Check <input type="checkbox"/> On Backup server / Media - Client IP Hostname - IP Address : _____ - _____ Check <input type="checkbox"/>
Ping test to CommServe and Media from client	<input type="checkbox"/> SUCCESS <input type="checkbox"/> FAIL
Dependencies (if there is a dependency that must be addressed prior to the requested backup, please explain it here)	<i>Example : if there's a need to backup using Oracle RMAN, required to install Oracle Agent</i>
Backup Status (Success / Fail)	<input type="checkbox"/> SUCCESS <input type="checkbox"/> FAIL
Comment / Remarks	

Sign-off

Verified By:		Completed By:	
Signature		Signature	
Name		Name	
Date		Date	

Service	Port	Description
Web Console Access	80	Default IIS Port
Communication Port	8400-8402	Communication between Backup, Media and Client
Data Port	9000-9100	For data transfer

Updated: 13 Ogos 2024

