

S.No.	Activity	Status	Remarks(if any)
1.	Website URL		
2.	IP Address of the Server		
3.	Path of the Website Contents		
4.	Platform Required (Linux/Windows, Others)		
5.	Internal DNS Entry(Private)		
6.	External DNS Entry (Real)		
7.	FTP Access IP Address		
8.	FTP User name		
9.	FTP Password		
10.	Home Page of Website		
11.	Website Database Platform		
12.	Database Name		
13.	Received the Hosting Letter		
14.	Updated the Website Details Excel Sheet		
15.	Updated the Domain Excel Sheet		
16.	Updated the Website in Monitoring Tool		
17.	Tape Library Backup		
18.	Remark (If any)		
Date :			
Prepared by:			
Contact No.:			