

Client Report: COCHRANE TEMISKAMING RESOURCE CENTRE (CTRC)

Client Details

Name	COCHRANE TEMISKAMING RESOURCE CENTRE (CTRC)
Xerox Number	
Community	TIMMINS
Address	600 TOKE ST TIMMINS, ON P4N 6W1
PO Box	
Phone	707.267.8181
Email	None
Contact 1	
Contact 2	
I.T. Vendor	
OECM	
Comments	

Products

Model	Serial	Install Date	Status	Lease holder	Contract Expires	Comments
No products found.						

Logbook Entries

Date	Type	Title	Due Date	Action
Oct. 21, 2025	PROPOSAL	EOS 5955 Upgrade Required	Dec. 6, 2025	October 21st, 2025 - spoke with Denise. Got details of 3 additional Xerox units. Need to give her a quote to upgrade the old machine that is EOS.
Oct. 21, 2025	FLEET REPORT	Fleet Report Updates	None	November 26, 2025 - Added FLEET REPORT to the Shared Drive October 21st, 2025 - get Tammy to fix the fleet report.
Oct. 21, 2025	ISSUES	Roxie + Meter Readings	None	

Date	Type	Title	Due Date	Action
				October 21st, 2025 - sent a note to Dana about getting Roxie set up and problems with the meter reading "window" of only 2 days and too many email reminders being sent.
Aug. 11, 2025	PROPOSAL	FILE TRANSFER: OUTLOOK	None	AUGUST 11, 2025 - FILE TRANSFERRED FROM OUTLOOK.