

Technology Repair Request Form

Employee ID: _____		Name: _____	
Name of Office: _____		Location: _____	
<p style="text-align: center;">Computer</p> <p>Inventory Tag ID _____</p> <p>Brand Name of Computer _____</p> <p>Please check your Windows software type:</p> <p><input type="checkbox"/> Windows 98 <input type="checkbox"/> Windows XP <input type="checkbox"/> Windows VISTA</p> <p><input type="checkbox"/> Problem with computer power supply</p> <p><input type="checkbox"/> Problem with keyboard/mouse</p> <p><input type="checkbox"/> Monitor screen looks different (explain below)</p> <p><input type="checkbox"/> Computer Freezes up (explain below)</p> <p><input type="checkbox"/> Other (describe problem in detail)</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	<p style="text-align: center;">Printer</p> <p>Inventory Tag ID _____</p> <p>Brand Name of Printer _____</p> <p>Printer Model _____</p> <p><input type="checkbox"/> Need printer connected to computer</p> <p><input type="checkbox"/> Printer making unusual noise</p> <p><input type="checkbox"/> Cannot print</p> <p><input type="checkbox"/> Need to be connected to network printer</p> <p><input type="checkbox"/> Other (describe problem in detail)</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	<p style="text-align: center;">Software</p> <p><input type="checkbox"/> Problem with computer virus</p> <p><input type="checkbox"/> Need Software installed (List Software title below)</p> <p><input type="checkbox"/> Need my computer to connect to a network program. (List name of program below)</p> <p><input type="checkbox"/> Other (describe problem in detail)</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
<p style="text-align: center;">Email</p> <p><input type="checkbox"/> Need email account</p> <p><input type="checkbox"/> Need email password reset</p> <p><input type="checkbox"/> Have an email account but need my computer setup to check for email</p> <p><input type="checkbox"/> Email is not working properly (describe problem below)</p> <p><input type="checkbox"/> Other (describe problem in detail)</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	<p style="text-align: center;">Network/Internet</p> <p><input type="checkbox"/> I need an Internet Connection</p> <p><input type="checkbox"/> Can no longer get to Internet, I have double checked my wires, they are connected.</p> <p><input type="checkbox"/> Can no longer get to Internet, wires are not connected.</p> <p><input type="checkbox"/> Need Internet connected to several computers. How many? _____.</p> <p><input type="checkbox"/> Other (describe problem in detail)</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	<p style="text-align: center;">Other</p> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div>	
		For ITO Use Only	
		<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>Remarks: _____</p>	
		<p>Date Received: _____</p> <p>Date Complete: _____</p>	
		<p>Time in: _____</p> <p>Time out: _____</p>	
		<p>Received by: _____</p> <p>Repaired by: _____</p>	