

Before you turn in a work order, try the basic troubleshooting steps below. If the issue persists, give this work order to the service provider.

- Examined the cables, connectors, and power cords to make sure they're plugged in securely
- Made sure power strip or a surge protector is on and that it works
- Checked to see if anyone else is having a similar problem, such as getting internet or email.
- Force quit programs that are not working (ctrl+alt+delete)
- A simple reboot (turn computer off and then back on)
- Other: _____

Requested By: (name)			
Time of Day Available		Phone Number	
Location			
Address			

The Employee should place a post-it note on the computer with the issue.

DETAILED DESCRIPTION OF PROBLEM (Example: Computer Will Not Open PDF Files)	WHEN THE PROBLEM OCCERS (Example: When I download PDF from website)	ANY DISPLAYED ERROR MESSAGES (Example: Error Path Not Found)

Technical issues will be resolved as quickly as possible.