

Painesville Township Schools TECHNOLOGY SERVICE REQUEST FORM

COMPLETED BY STAFF MEMBER USING THE TECHNOLOGY & FORWARDED TO "BUILDING TECH COORDINATOR"

Date: _____ School: _____ Room: _____

Name: _____ Date Submitted: _____

Having Problem With: ___ Computer: Brand/Model _____ ___ Monitor: Brand _____
(✓ Applicable)

___ Printer: Brand/Model _____ ___ Other: Specify _____

___ Software: Specify _____

Before sending this request, perform this list of "Fix Its" and ✓ off each one as you try it.

- **Restart the Computer/Printer/Etc.** Done ___
- **After restart, did the network login screen (e.g. Novell or OS10) appear?** No ___ Yes ___
- **OLDER MACS ONLY: Reset AppleTalk to Ethernet in the Control Panel.** Done ___
- **Unplug all related Cables on computer, etc., and reconnect them, including the Keyboard and Mouse.** Done ___

If The Above Steps Fail To Resolve Issue, Describe The Problem. Include any *error messages*, when the problem occurs (e.g. *during startup* or when *using a specific program*), what happens or fails to happen.

COMPLETED BY BUILDING COORDINATOR/DISTRICT TECHNOLOGY SPECIALIST

Date Received: _____ By Building Coordinator: _____

Action Taken: _____

Referred To: _____ Date: _____

Resolution: (Repairs)	(Parts)
_____	_____
_____	_____
_____	_____
_____	_____

Date Work Order Closed: _____ By: _____