

GUILFORD COUNTY SCHOOLS

Technology Center Work Order Request Form

Technology Contact:		School/Site:	
Number of Workstations Affected:		User's Name & Email:	
Room/Bldg:		Room Type: (Networked, Standalone, etc.)	

Work Station Information:

Serial #:		Asset ID:	
Manufacturer:		Model/Type #:	

Item with problem:

Serial #:		Item:	
Manufacturer:		Model/Type #:	
Checklist: Check all boxes that are appropriate	<input type="checkbox"/> Device rebooted <input type="checkbox"/> Power connection checked <input type="checkbox"/> Network connection checked <input type="checkbox"/> Lights are blinking	<input type="checkbox"/> Evidence of physical damage <input type="checkbox"/> Problem limited to one software <input type="checkbox"/> Print cartridge replaced <input type="checkbox"/> Problem is intermittent	
Problem Description: (state attempted solutions and error messages received)			

Administrative Offices: Please fax to the Help Desk at 370-8011.

Schools: Please give to your school's Technology Contact for processing.

FOR OFFICE USE ONLY:

Date Entered: _____

Call Ticket #: _____