Computer Repair Request Form

Name: _____   Room: _____

Date this request was submitted: _____

If you have more than one computer in the room, please hang a sign on the computer needing repair.

Help Us Help You!

Please check the following before submitting a repair request.

1. Are the computer, monitor, and other pieces of equipment plugged into the electrical outlets on the wall and/or surge outlet strip and turned on?
2. Are all the cables securely connected from the back of the computer to the appropriate device or network wall outlet?
3. Is this computer the only one in your room experiencing the problem?
4. Are computers in other rooms experiencing the same problem?
5. Have you completely turned off your computer and restarted it?
6. Before you report a problem with the Internet, please check several web page sites first.

Prior to submitting a computer work order, please restart the computer and note any message(s) that appear during the startup. Include the message(s) with your description of the problem when creating a work order. Please **describe as accurately as possible**, giving as much detail as possible as to what happens or happened. Does this problem occur when running all software or just one particular piece of software, etc.?

Description of Problem:

☐ Need software installed   ☐ Can't access the Internet   ☐ Monitor isn't working   ☐ Can't log in
☐ Printer won't print   ☐ Printer prints incorrectly   ☐ Need Ink   ☐ Other (describe below)

Details of Problem:

_____
_____
_____
_____
_____
_____

If this is a **printer problem**, what kind of printer do you have? (HP 610, Lexmark Z20…will be on front cover)

_____

What have you tried to fix this? What happened?

_____
_____
_____
_____

- -

For Technology Coordinator Use Only

Problem Diagnosed:	**Action Taken**
	☐ Repaired/Solved: _____

Computer Repair Form Template Word

EduGorilla Prep Experts

Computer Repair Form Template Word:

Microsoft Word Version 2002 Inside Out Mary Millhollon,Katherine Murray,2001 Hey you know your way around Word so now dig into Version 2002 and really put your documents to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and handy workarounds in concise fast answer format it s all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Word mastery Build on what you already know about Word and quickly dive into what s new Master formatting tools and techniques Add visual impact from text effects to drawings and 3 D objects Produce better tables and charts Develop custom forms and master mail merge Create Web pages with hyperlinks graphics and multimedia Collaborate on line and then compare and merge documents in a snap Help protect documents with passwords and digital signatures Employ speech and handwriting recognition tools Build and run macros with Microsoft Visual Basic for Applications CD ROM FEATURES Intuitive HTML interface Extensive collection of Microsoft add ins and third party utilities demos and trials Complete eBook easy to browse and print Sample chapters from other INSIDE OUT Office XP books Web links to Microsoft Office Tools on the Web online troubleshooters and product support Microsoft Visio customizable auto demos Interactive tutorials Additional files and templates For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook **Microsoft Outlook Programming** Sue Mosher,2002-10-24 Microsoft Outlook Programming unleashes the power of Microsoft Outlook allowing administrators and end users to customize Outlook in the same way that they ve used macros and templates to customize other programs like Excel and Word Experienced developers will find the quick start information they need to begin integrating Outlook into their applications Microsoft Exchange administrators will get help automating common tasks such as announcing public folders and importing data to custom forms Microsoft Outlook is the most widely used email program and it offers the most programmability This book introduces key concepts for programming both Outlook forms for storing and exchanging data and Visual Basic for Applications modules that add new features to Outlook Central to this new edition which covers both Outlook 2000 and Outlook 2002 is awareness of tighter security in Outlook Designed to prevent transmission of computer viruses the security restrictions can also get in the way of legitimate programs but this book offers workarounds within the reach of novice programmers It also covers many of the new features of Outlook 2002 such as the integrated Outlook View Control and searching across multiple folders using SQL syntax and the Search object Building block procedures for the most common Outlook programming tasks Jargon free language and practical examples to make the material more accessible to new Outlook programmers Coverage of Outlook Email Security Update Coverage of the Office XP Web Services Toolkit **The Cooperative Extension Service Updated Inventory of Computer Programs** J. Robert Strain,1984 **Simulation And The User Interface** I Hamilton,A. Life,Narborough-Hall,1990-09-20 From a May 1989 conference in Brighton England 18 papers address the utility and

problems of simulation techniques in developing human computer interfaces Many of the themes also have application to other human machine work systems The sections each with an overview cover general issues such as extrapolating from one task to another and operational evaluation embedded simulations discrete dialogue computing systems and continuous dynamic control systems Annotation copyrighted by Book News Inc Portland OR   InfoWorld ,1982-12-13 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   **InfoWorld** ,1982-10-04 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   **On the Move to Meaningful Internet Systems. OTM 2018 Conferences** Hervé Panetto,Christophe Debruyne,Henderik A. Proper,Claudio Agostino Ardagna,Dumitru Roman,Robert Meersman,2018-10-17 This double volumes LNCS 11229 11230 constitutes the refereed proceedings of the Confederated International Conferences Cooperative Information Systems CoopIS 2018 Ontologies Databases and Applications of Semantics ODBASE 2018 and Cloud and Trusted Computing C TC held as part of OTM 2018 in October 2018 in Valletta Malta The 64 full papers presented together with 22 short papers were carefully reviewed and selected from 173 submissions The OTM program every year covers data and Web semantics distributed objects Web services databases informationsystems enterprise workflow and collaboration ubiquity interoperability mobility grid and high performance computing   Data Sources ,2000   InfoWorld ,1982-10-11 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   **InfoWorld** ,1984-04-23 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   *PC/Computing* ,1990-04   *PC Magazine* ,2005   *Personal Computing* ,1990   **Intelligent Text and Image Handling** André Lichnerowicz,1991 The storage retrieval and dissemination of the non structured information found in text image and sound is the subject of this proceedings This field is developing rapidly as the entire information technology industry is a convergence of computing telecommunications and multimedia techniques Conditions are continually improving enabling the needs of users for extensive and convivial access to information to be satisfied The contributions to this volume encompass on one hand recent scientific research and on the other demonstrations of prototypes resulting from recent research as well as the most innovative new products appearing on the market   **Charlottesville Computer Users' Group** Charlottesville Computer Users' Group,1995   InfoWorld ,1985-02-18 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   *InfoWorld* ,1990   *The Best Book of DBASE II/III* Ken Knecht,1985   PC ,1987   **UPPSC Additional Private Secretary Prelims Exam Book (English Edition) | Uttar Pradesh Public Service Commission | 10 Practice Tests (1500 Solved MCQs)** EduGorilla Prep Experts,2023-10-13 Best Selling Book in English Edition for UPPSC Additional Private Secretary Prelims Exam with objective type questions as per the

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