

ICT FAULT REPORT LOGGING SHEET

Before logging a problem, first, please try these basic steps.

1. *Shut down the computer*
2. *Turn the computer back on & logon*
3. *See if the problem persists*

Where is the computer situated?

Room Floor Department Building

Other (*Please specify*) _____

Computer N^o: _____

User Name: _____

Login name: _____

Reported by: _____
(*Teachers name*)

Date: _____ Time: _____ Class size: _____

TYPE OF PROBLEM

Nature of the problem? _____

What is the error message? _____

Which application were you working in? _____

If there is no error message, please outline why you suspect there to be a problem;

OUTCOME
