Computer Problem Report

Date: ____________________  Room: ____________________

Computer Workstation #: ____________________
(The workstation number can be found on the computer tower.)

Messiah Barcode #: ____________________
(The barcode number can also be found on the computer tower.)

Please describe the problem in detail:

Were you able to work around the problem?

Additional comments:

If you would like to be contacted when the problem has been solved, please include your contact information:

Name ____________________  Email ____________________  Extension ____________________

After completing this form, please either give it directly to the EE/CE Technician or leave it in the completed forms bin on the outside door of the technician’s office (Frey 258).