

Problem Reporting Log

How to use this form.

Whenever there is a problem with the computer or printer please write it down on this form. Give the completed sheet to your administrator or follow any instructions they may have given you for where to leave it.

Reminders:

- Please be as detailed as possible.
- Indicate the time the problem occurred and what you were doing (what program you were using, what you clicked on, if you opened an email, etc) when it happened.
- Please write down the text of any error messages you receive.

Date:

What is the problem?

What were you doing when it happened?

Text of any error messages:

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