

Computer Problem Report Form

Complete and submit to your **Media Specialist**



Teacher:	Room Number:	Barcode(s)*:	Date Reported:
Station number:	Other ways of identifying computer from others within the room:		
<input type="checkbox"/> Hardware:	<input type="checkbox"/> Computer	<input type="checkbox"/> Printer	<input type="checkbox"/> Monitor <input type="checkbox"/> Other
Computer Model:		Printer Model:	
<input type="checkbox"/> Software	<input type="checkbox"/> New Install Program name:	<input type="checkbox"/> Program not working:	<input type="checkbox"/> Other:
Description of Problem			
Error Message Recieved			

- The white sticker with black print that reads “QA Co Bd of Ed.” A computer’s monitor may have separate barcode. Most problems are the CPU (or the actual computer – not the monitor). Each piece of technology equipment, including PRINTERS, has such a barcode. **PLEASE USE THE CPU’S BARCODE NUMBER WHEN REQUESTING A REPAIR OF A COMPUTER SYSTEM. USE THE BARCODE ON THE DEVICE WHEN REQUESTING REPAIRS OF PRINTERS, SCANNERS, OR OTHER ATTACHED HARDWARE.**
- Examples of descriptions of the problems or steps on how to recreate the problem
 1. Computer won’t turn on. There is an orange light on the power button
 2. Monitor won’t turn on but there is a green light on the power button
 3. I don’t have any network drives (H:, X:, Z: under My Computer)
 4. If I login to this website with username doej and password admin1 then click on the link on the right side for activities and the webpage won’t display the lesson