

# ZACHARY COMMUNITY SCHOOL BOARD TECH DEPARTMENT WORK ORDER

Northwestern Elementary

Zachary Elementary

Northwestern Middle

Zachary High

## For Software Problems Complete this Section

Description of Problem:

Application:

Networked Program?  Yes  No

## For Hardware Problems Complete this Section

Description of Problem:

Choose Your Equipment Type:

Computer  Printer  Scanner

Scan Converter  NetTV

Other \_\_\_\_\_

## Tell Us About The Equipment

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Classroom Number: \_\_\_\_\_

Location/Machine Number: \_\_\_\_\_

## Action Taken to Resolve the Problem

Date Submitted: \_\_\_\_\_

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## Resolution

Work Order: \_\_\_\_\_

Date: \_\_\_\_\_

Technician: \_\_\_\_\_

Time Spent: \_\_\_\_\_

Notes: \_\_\_\_\_

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