j0301076Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Science Classroom Technology**

# **Hardware and Software Problem Log**

|  |
| --- |
| Type of Equipment/Software:  Serial Number: |
| Problem: |
| What occurred prior to the problem? |
| Exact Error Message(s) Displayed on the Screen: |
| Troubleshooting Process:  (What steps did you do to try to resolve the problem?)  1.  2. |

## IMPORTANT: There should be 3 copies of this problem log

1. Submit 1 copy of this form to your school’s system operator immediately.
   * If your sysop can’t solve the problem, he/she should submit a work order to TSS immediately.
2. Send 1 copy of this form to Deandra Morgan at TSS on the same date you submit it to your system operator.
3. Keep 1 copy for your files.