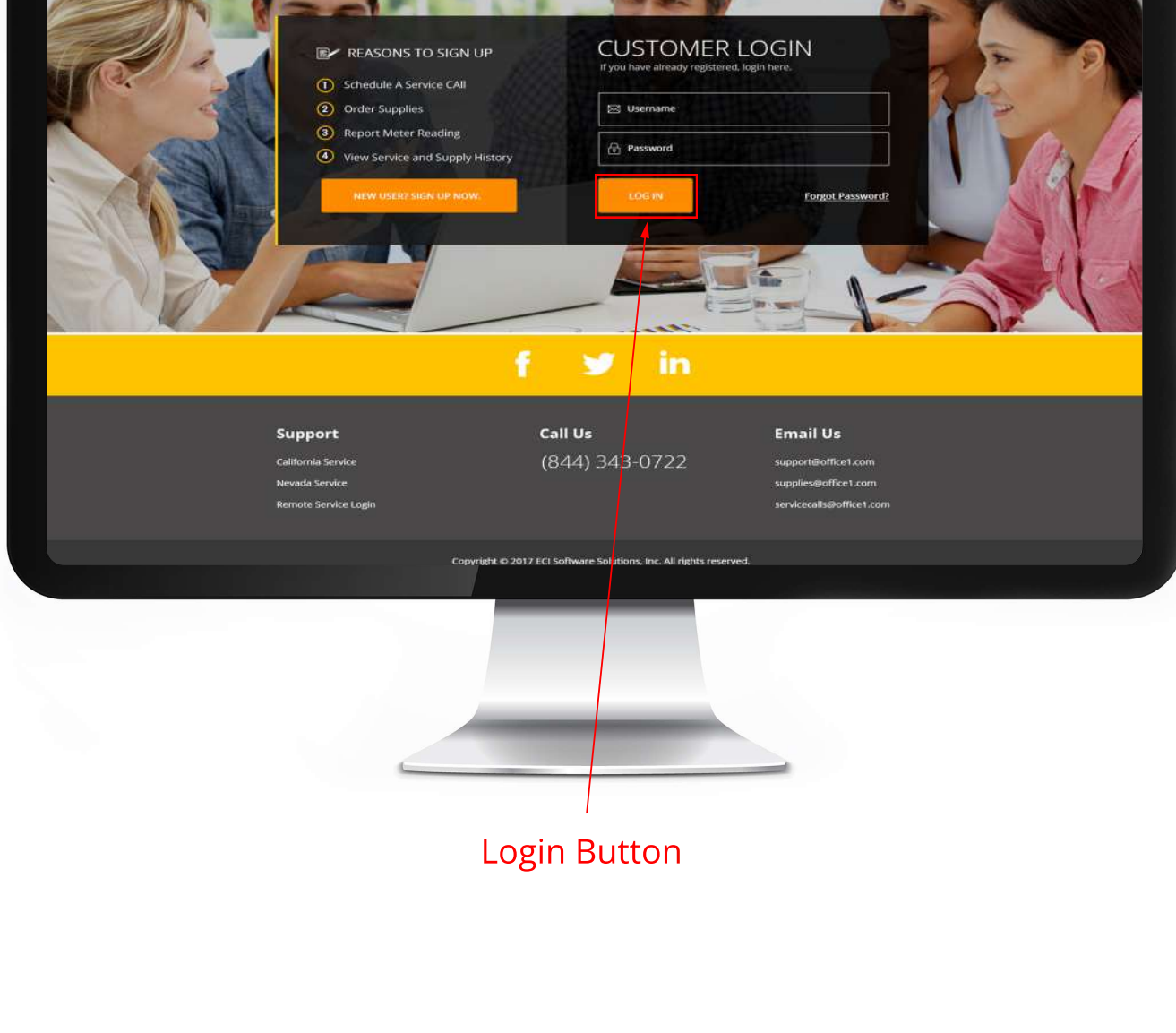


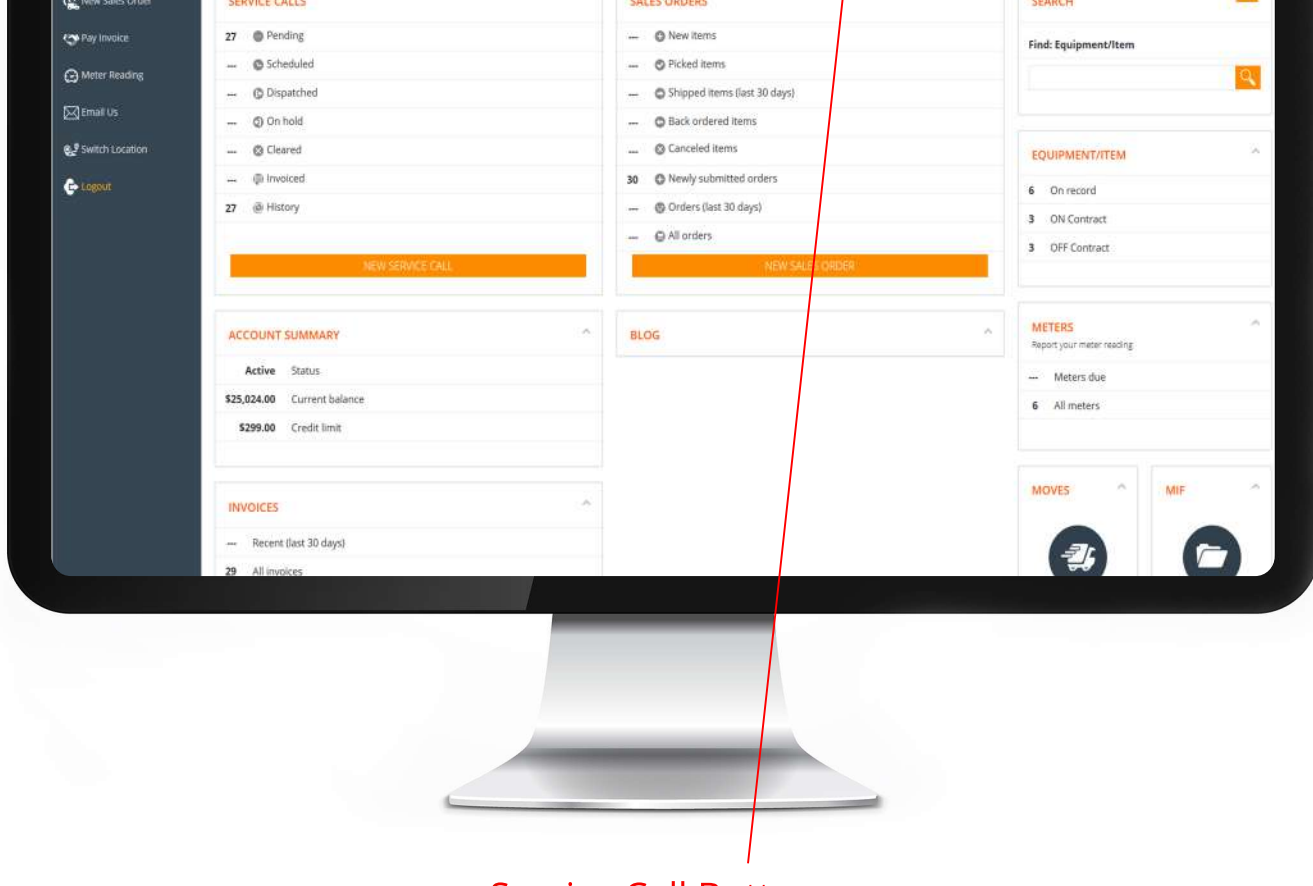
1. How to Place a Service Call:

➔ **1.1) Login :-** On the Login screen, enter your Username and Password. Click the orange Login button.



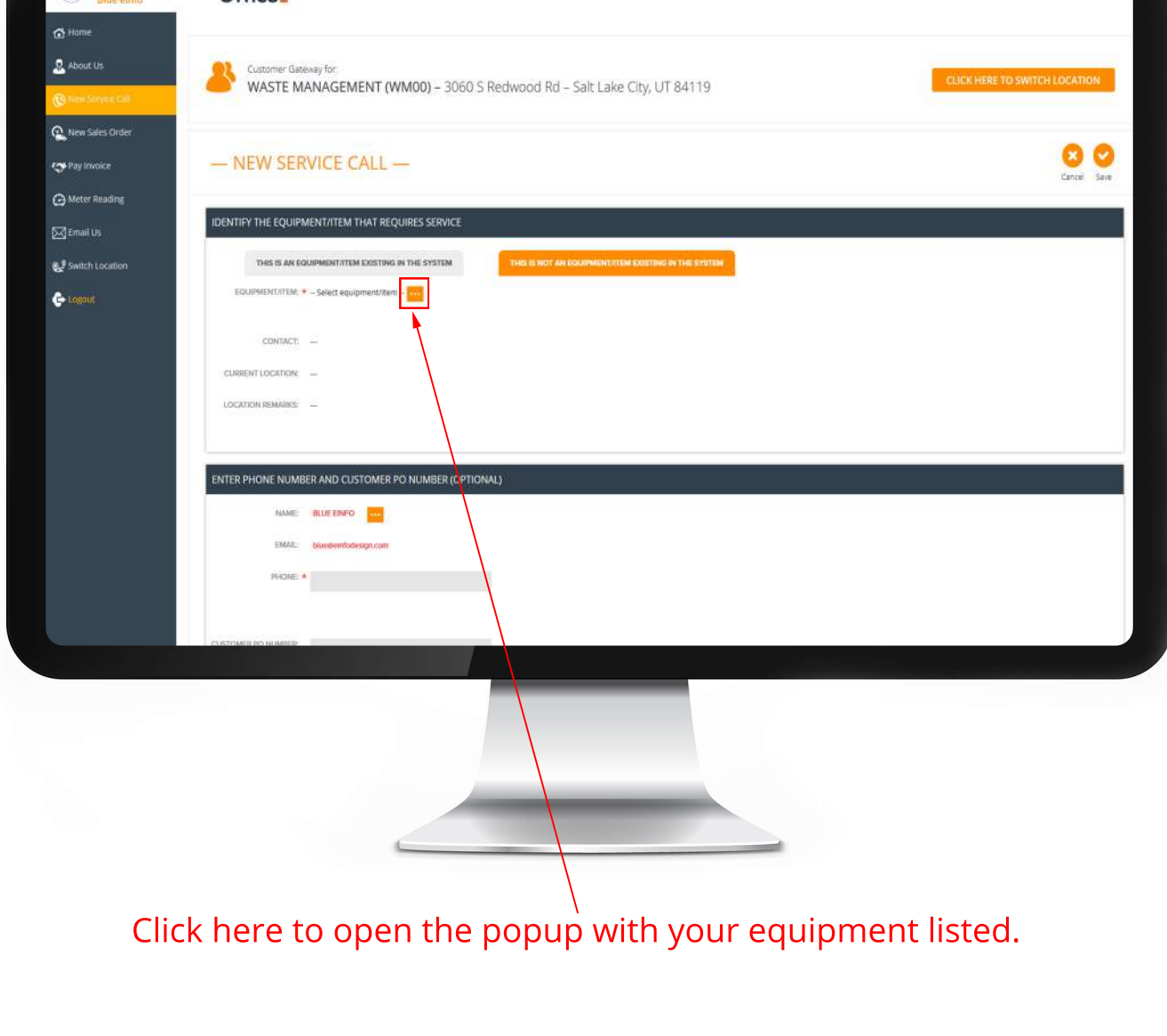
Login Button

➔ **1.2) Click on Service Call :-** On the Dashboard screen, click on the Gray Service Call button.

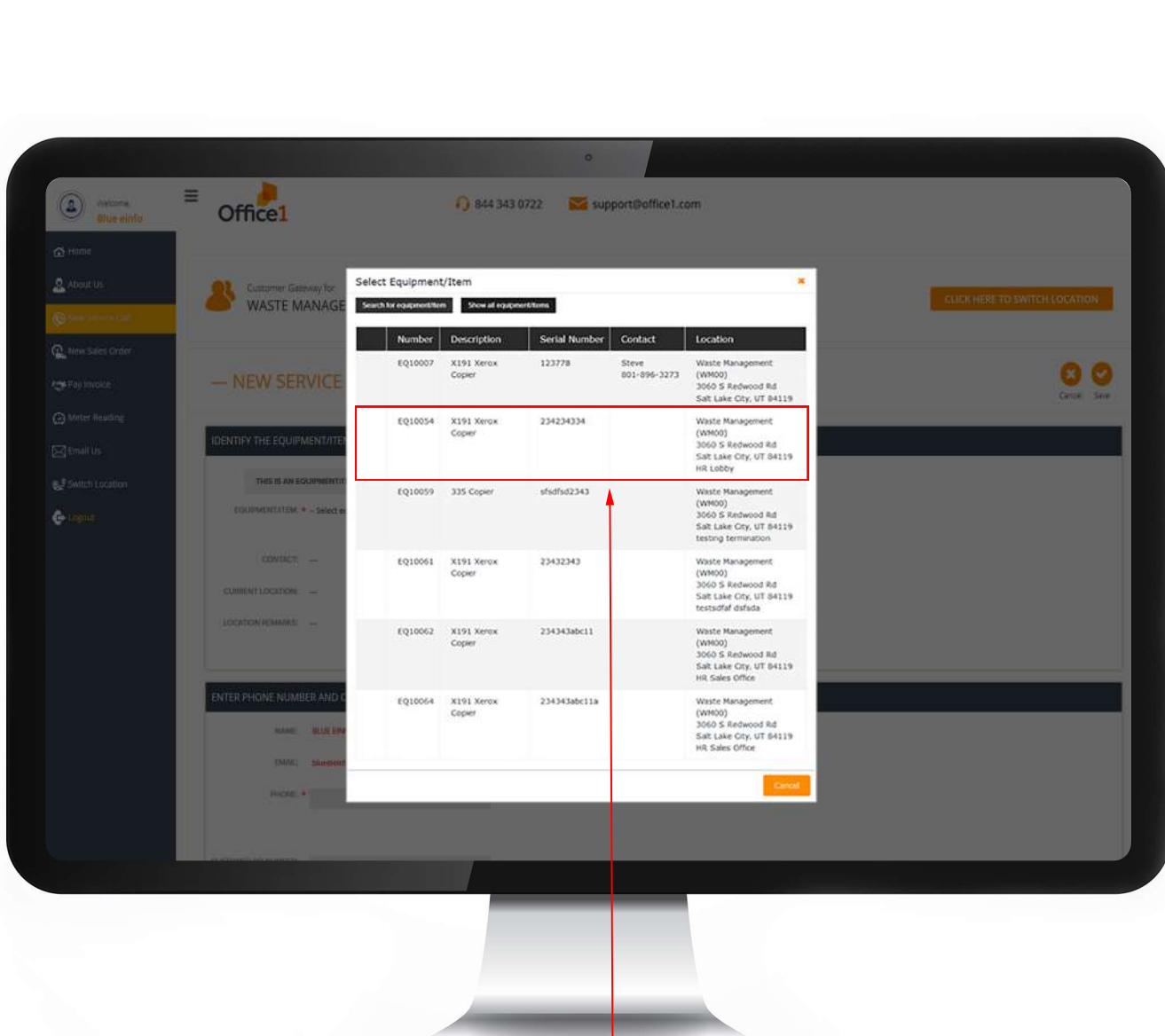


Service Call Button

➔ **1.3) Select Equipment/Item that needs service :-** On the Service Call screen, click on --Select equipment/item-- to choose the equipment that needs service.

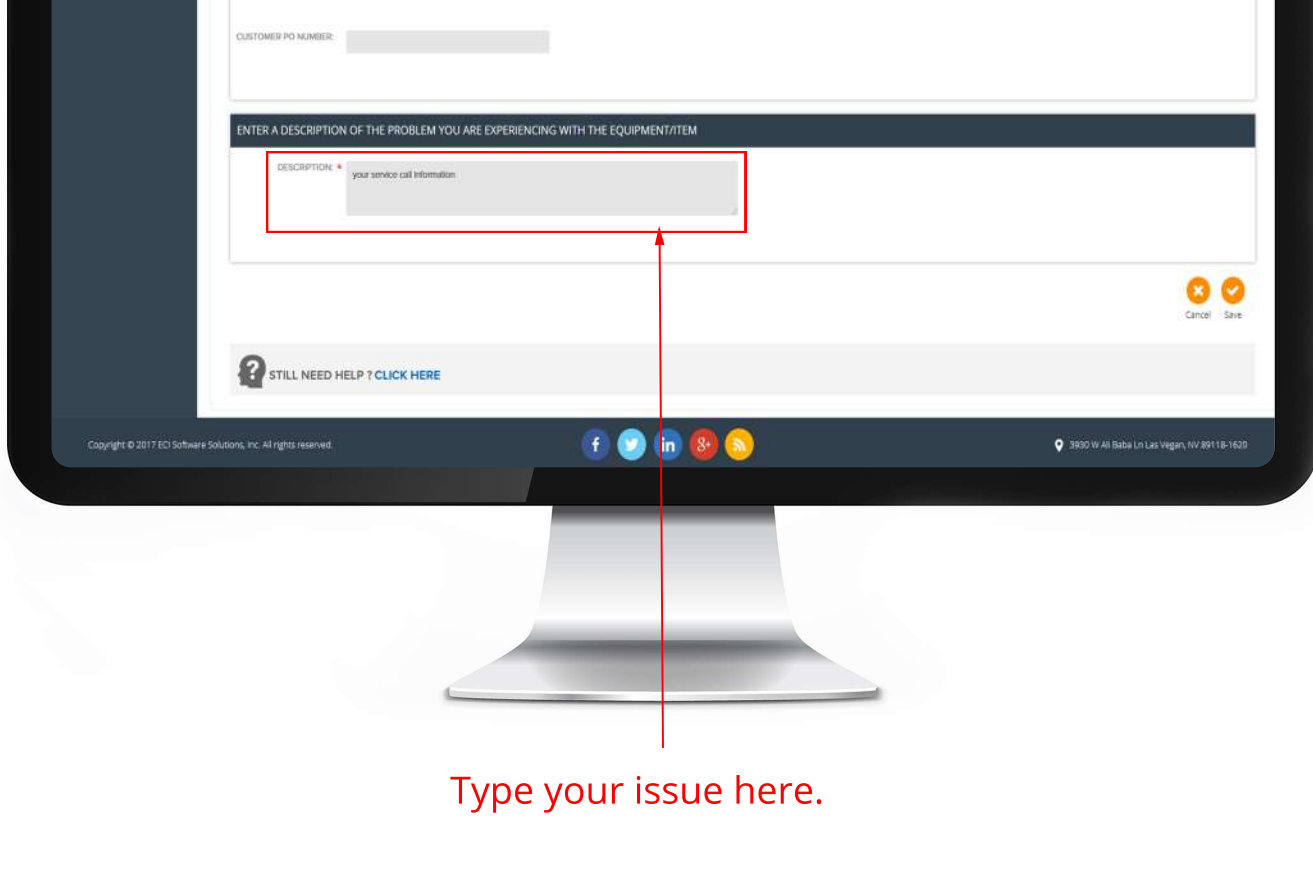


Click here to open the popup with your equipment listed.



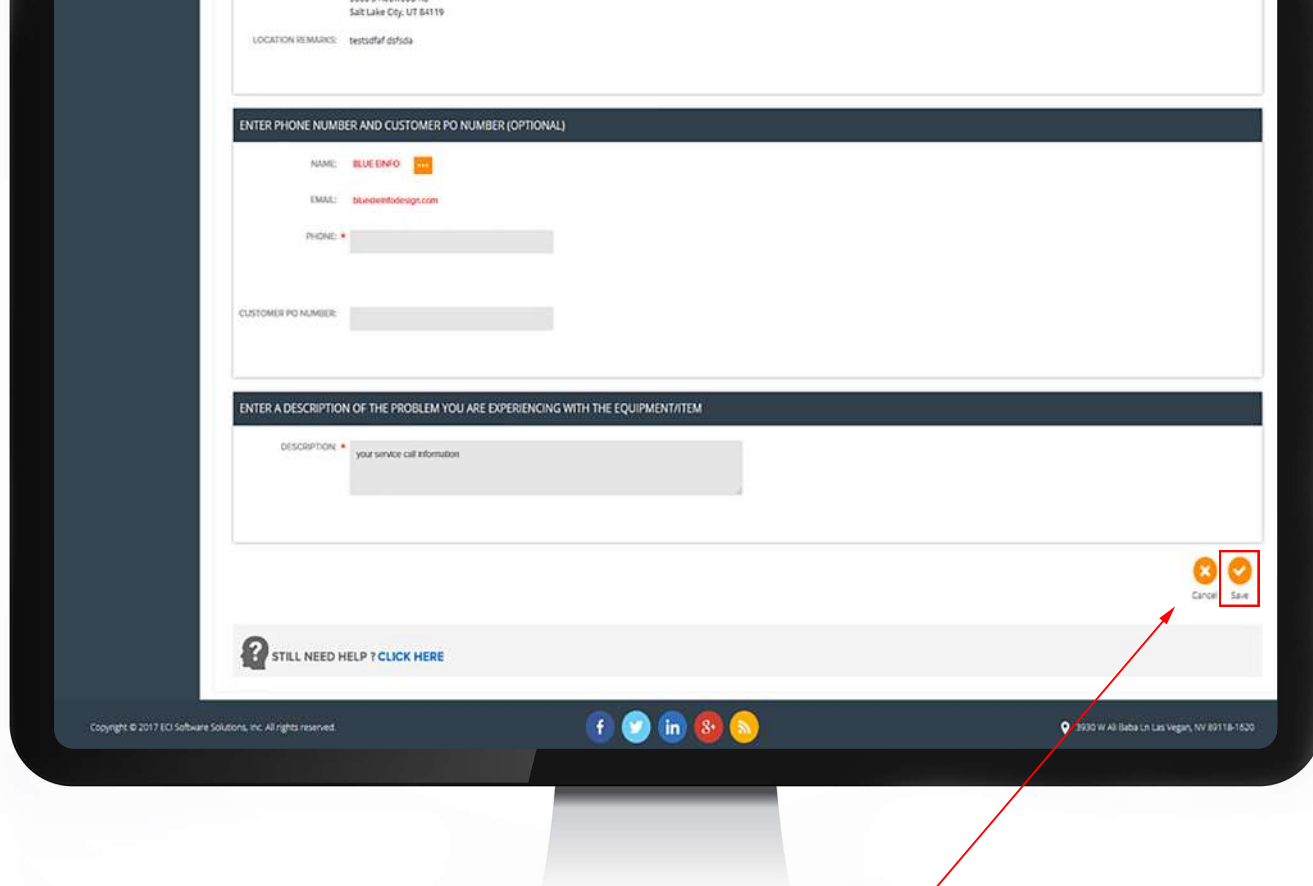
Click the equipment that needs service

➔ **1.4) Enter Description :-** Enter the issue you are having in the Description box.



Type your issue here.

➔ **1.5) Click Save :-** Click the yellow Save button to submit your Service Call.



Click here to save your information

