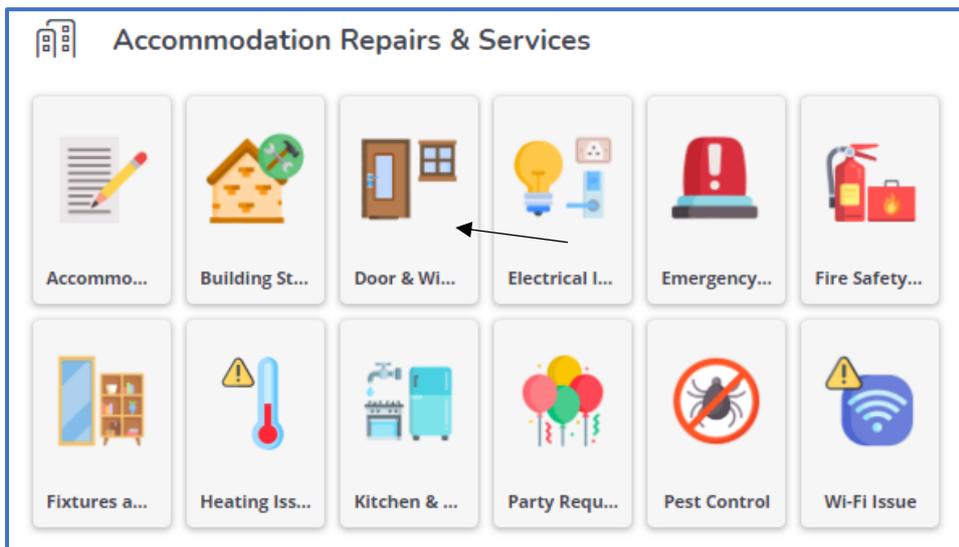


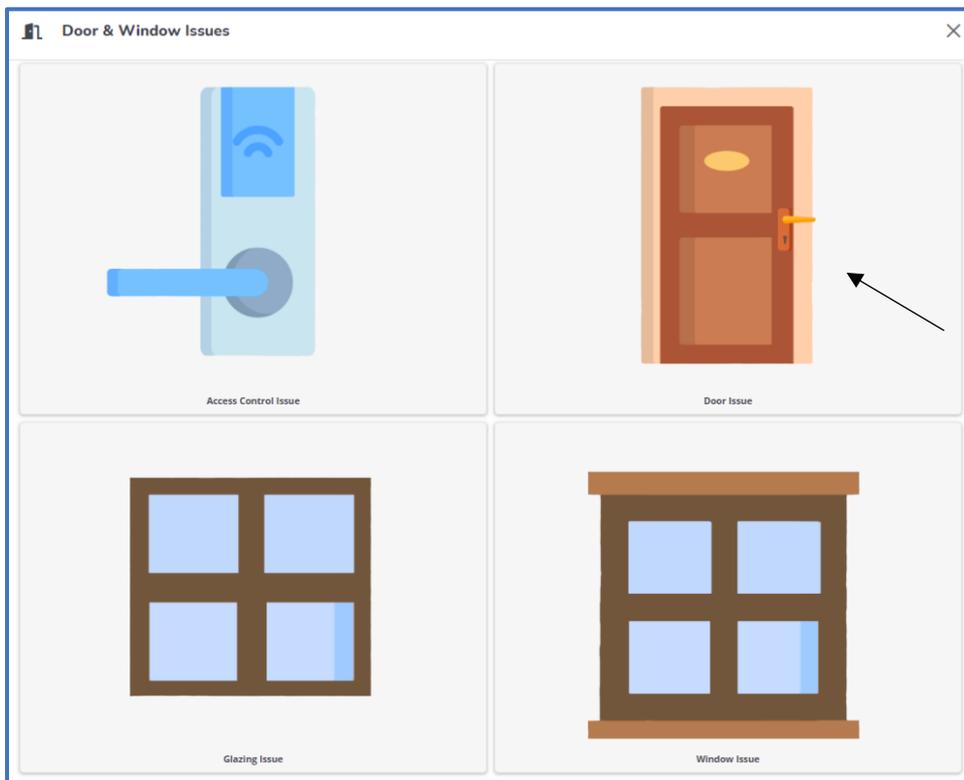
Reporting a Repair

Here is a step-by-step guide on how to a repair.
(Using a Door & Window Issue as an example).

1. Firstly, click onto the **Door or Window Repair** gadget.



2. Next, click onto **Access Control Issue**.



3. Fields containing a **red asterix** are mandatory to be filled in.
A log cannot be submitted without this information.

Requestor's details

* Requestor
Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

* Contact number

Job details

* Description
Accommodation Door Issue

* Property

* Space

* Specify type of door

* Specify the problem

Additional information

Submit Cancel

4. Click onto the **blue arrow** to open the search box.

* Property

Space

5. Click the **down arrow** to open the picklist.

* Specify type of door

* Specify the problem

6. Once completed, click **submit**.

Raise an Manual Door Issue

Requestor's details

* Requestor
Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

* Contact number

Job details

* Description
Accommodation Door Issue

* Space

* Specify type of door

* Specify the problem

Additional information

Submit **Cancel**

7. You will now receive an email confirming your report has been submitted.