



# Kendrick Information Technologies

Fax to B.Kendrick at 877-470-4847 or call 214-773-7377



Supervisor's Use Only

Priority:

## Computer Problem Report

If you are having any type of problems with your computer, please fill in all information in the boxes below and then give this form to your supervisor. Please include as much information as possible to help us resolve your problem. Please be sure to complete box 6 and sign this form!

Today's Date:		Company Name:	
Your Name:	Your Department:	Your Phone #:	

**1** Please describe the problems you are experiencing and be specific (list error messages):

---



---



---



---

**2** When did the problem you described above first appear?

**3** How often does it happen?

**4** What do you do when it happens?

**5** What programs do you have running when it happens?

**6** How serious is this problem? Please check only one...

1. Annoying, but I can still do my job.       3. Many of my job tasks cannot be done.

2. Some of my job tasks cannot be completed.       4. I cannot do my job at all!

**Employee Signature:**



Forward this form to your supervisor immediately!