

## Repair Processing

Employee # :  Phone :  ☐ Auth SIMM Installer  
Last, First Name :   
Building :  Floor :  Div.:  Dept.:

Date Called In :  Time :  Repair Call # :   
Dispatcher :   
Status :  ☐ Multiple System

Alter. First Name :   
Alter. Last Name :   
Alter. Phone :

## Employee's Installed Base

List Sorted A - Z Sort by: 

Description	Model #	Serial #

## Equipment to be repaired

List Sorted A - Z Sort by: 

Description	Model #	Serial #

Trouble Reported:

Tech Assigned :  Last Assigned to:   
Priority Level :  (1 = High, 9 = Low)

## Configuration

☐ Save Data?

System Software :  (Version #)  
RAM :  (Number of MB)  
HD Size :  (Number of MB)  
Floppy Drive(s) :  (1 or 2)  
Security Software:  (Yes or No) Software Package:   
Password :  (Password for security software)

Comments (Will not be printed)	:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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<b>Resolution</b>	Total of labor and materials to be charged : \$		<div style="border: 1px solid black; width: 80px; text-align: right;">0.00</div>
Date Started	:	<div style="border: 1px solid black; width: 80px;"></div>	Date Finished : <div style="border: 1px solid black; width: 80px;"></div>
Time Started	:	<div style="border: 1px solid black; width: 80px;"></div>	Response Time : <div style="border: 1px solid black; width: 40px; text-align: center;">0</div> day(s) ( <div style="border: 1px solid black; width: 40px; text-align: center;">0.00</div> hour(s))
Non-Billable Time:	<div style="border: 1px solid black; width: 60px; text-align: center;">0.00</div>	(in hrs)	Billable Time (in hrs) : <div style="border: 1px solid black; width: 60px; text-align: center;">0.00</div>
Trouble Code	:	<div style="border: 1px solid black; width: 60px;"></div>	Travel Time (in hrs) : <div style="border: 1px solid black; width: 60px; text-align: center;">0.00</div>
Original Copy Printed On :	<div style="border: 1px solid black; width: 80px;"></div>	Copy Last Printed On :	<div style="border: 1px solid black; width: 80px;"></div>

Diagnosis & Resolution	:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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Parts used in repair						
Part Number	Description	Qty Needed	Avail	Charge?	Qty BO	

Project Number	:	<div style="border: 1px solid black; width: 150px;"></div>
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