

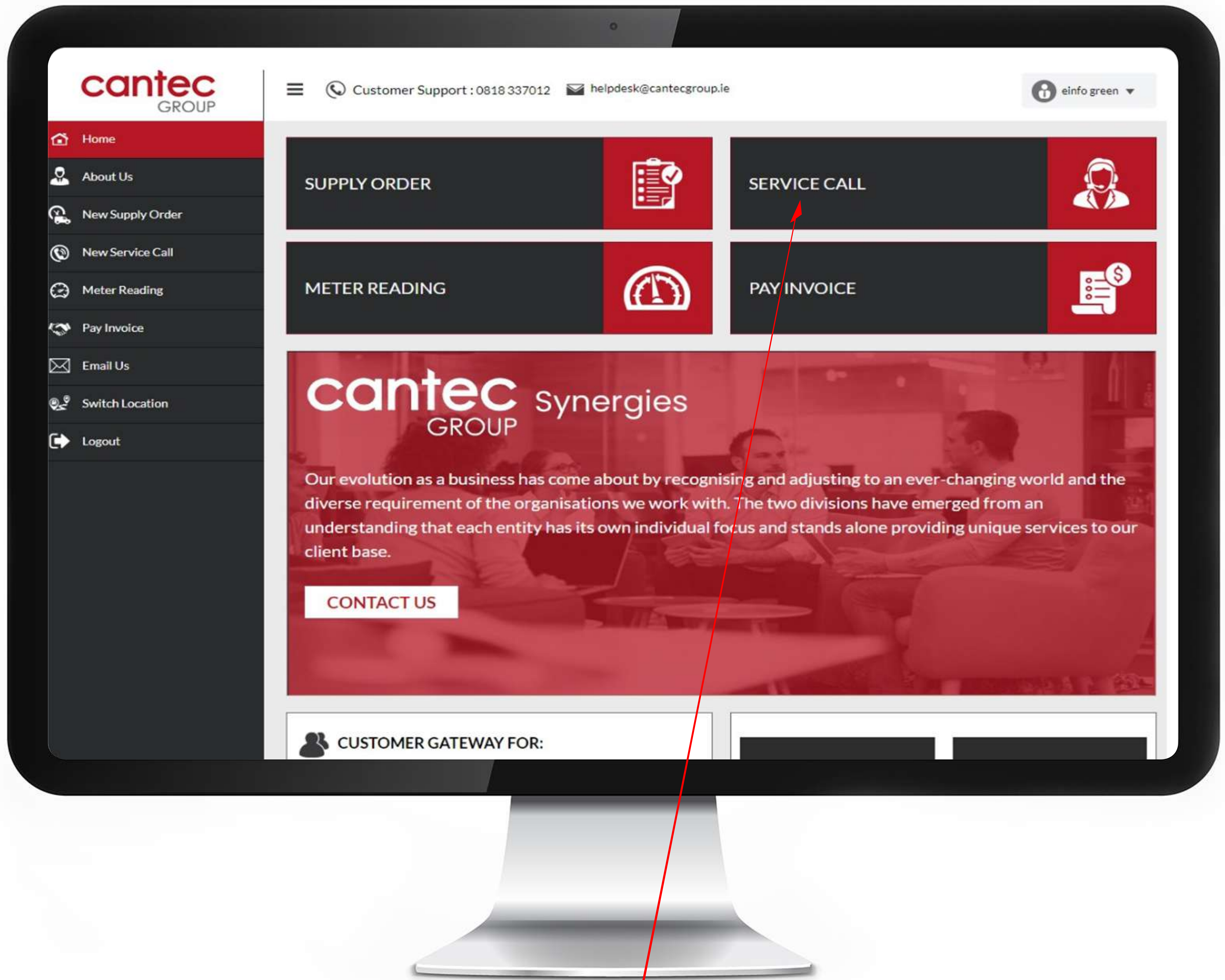
1. How to Place a Service Call:

→ 1.1) Login :- On the login screen, enter your Username and Password. Click the Log in button.



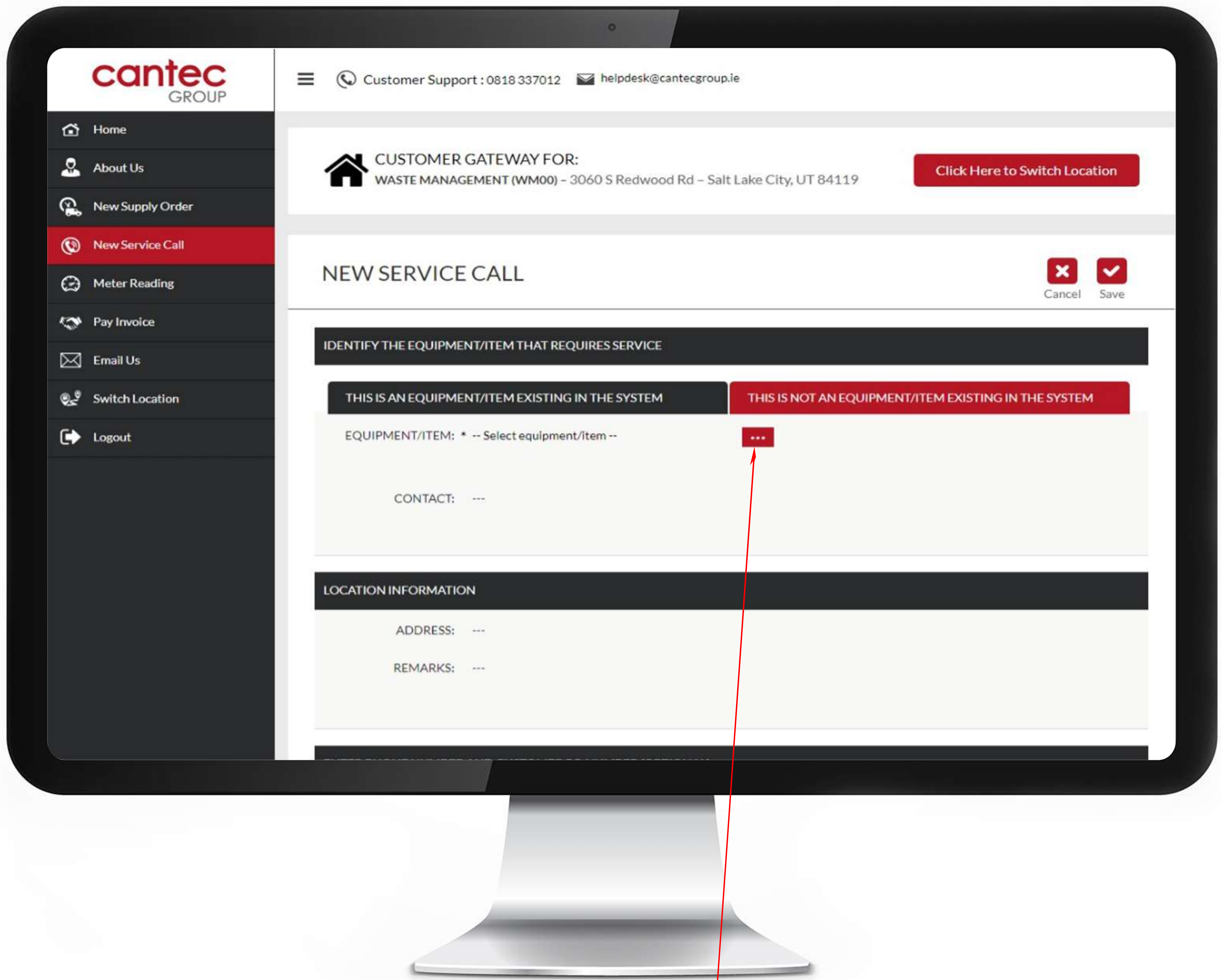
Log in Button

→ 1.2) Click on Service Call :- On the dashboard screen, click on the Service Call button.



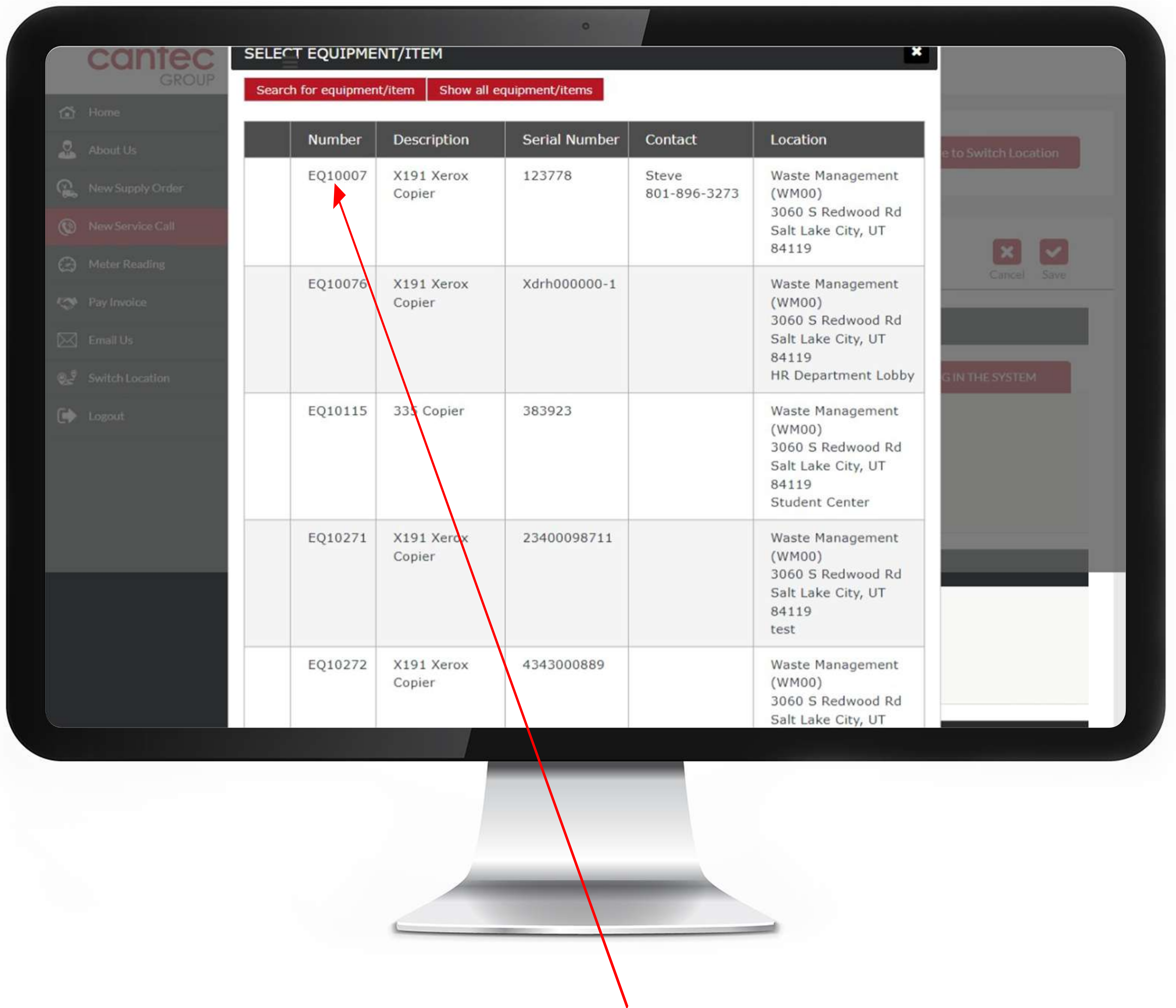
Service Call Button

→ **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.



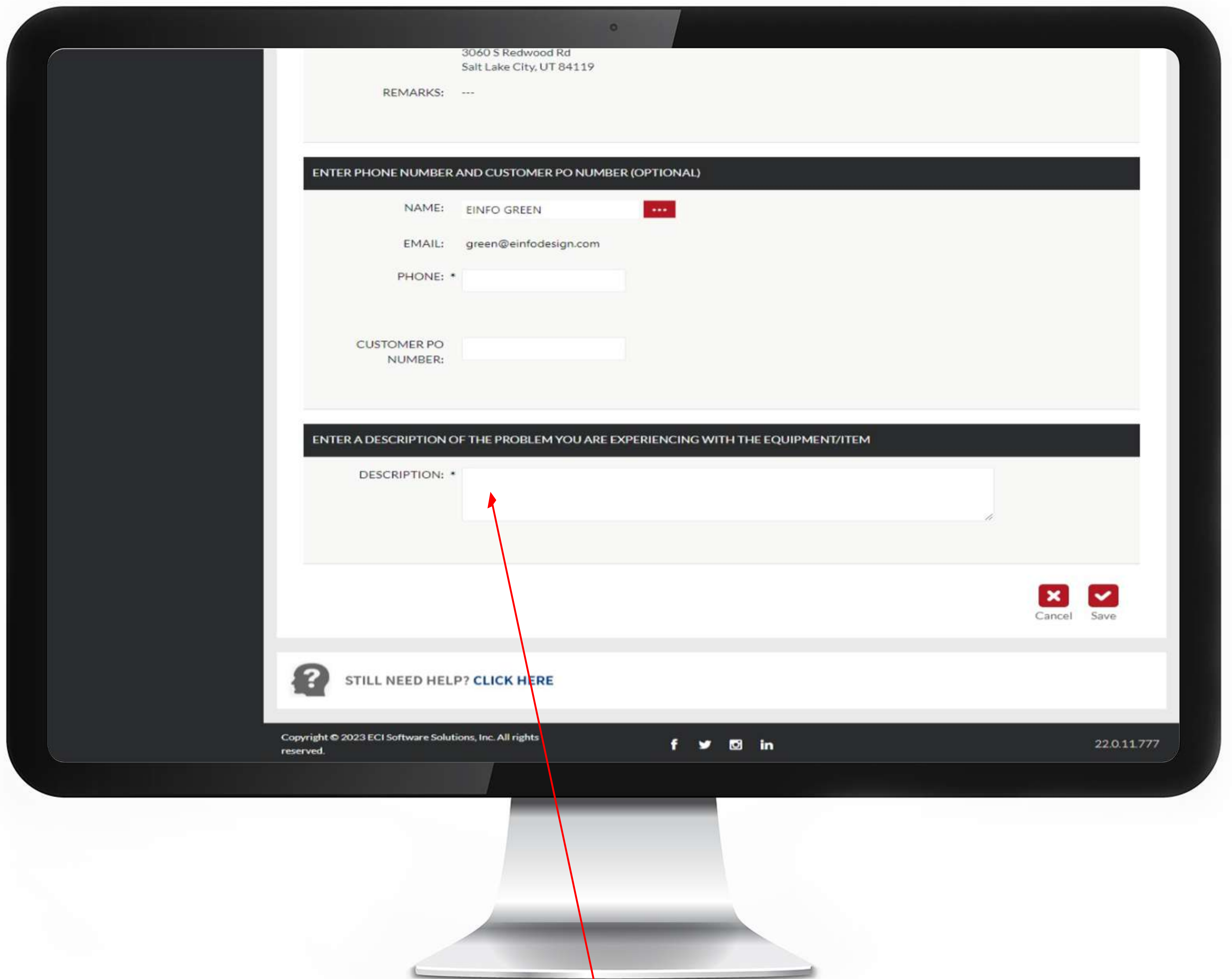
Select equipment/item

→ **1.4 Click the equipment that needs service :-** On the Select Equipment screen, click on the equipment that needs service.



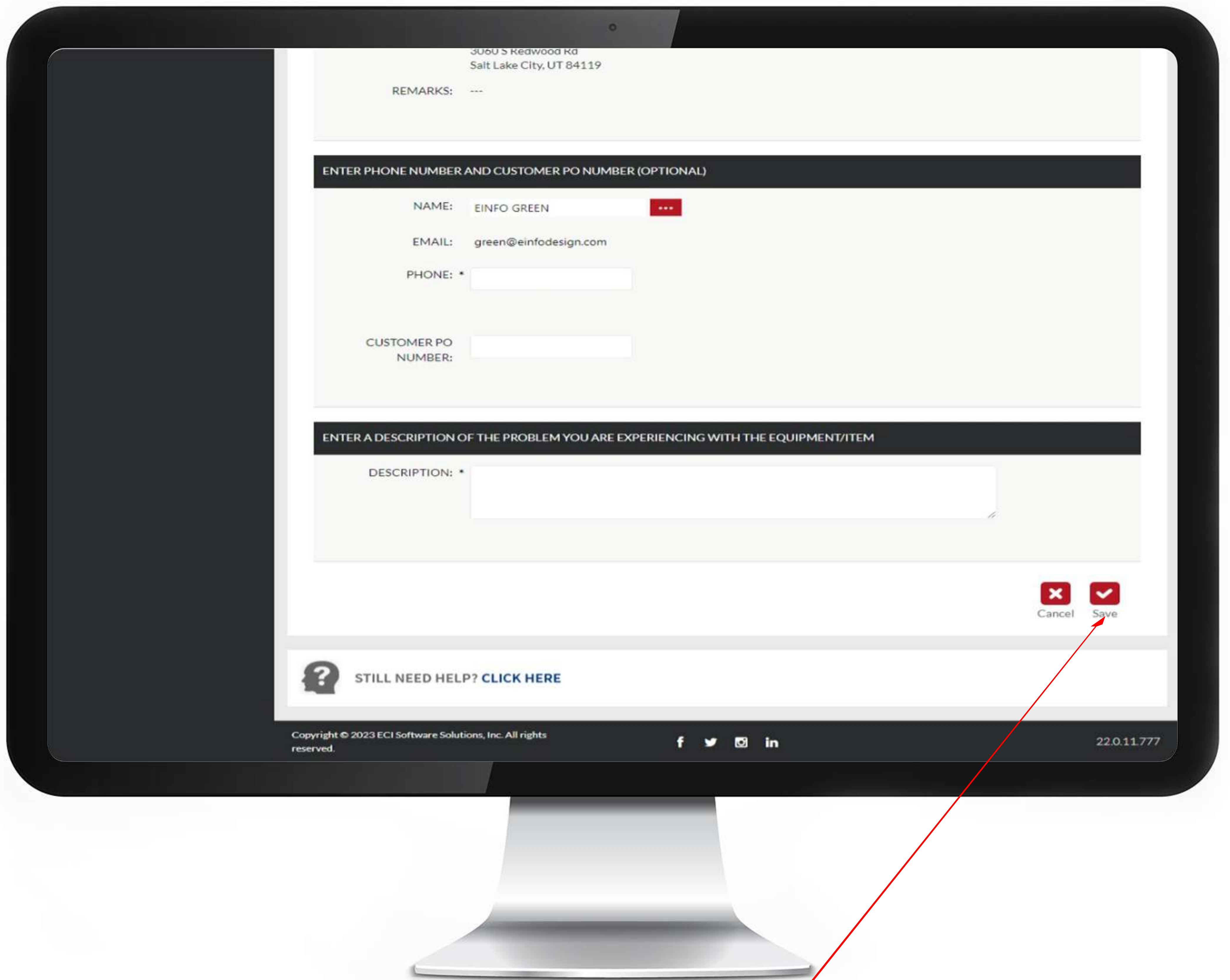
Click the equipment that needs service

→ **1.5) Enter Description :-** Enter the issue you are having in the Description box.



Type your issue here.

→ 1.6) Click Save :- Click the Save button to submit your Service Call.



Click here to save your information

Service Call
Completed