

Online request

Are you a FABIZ **Student / Alumni / Other ?** (drop-down list)

Student

Full name

Degree

Bachelor

Learning stream

Year

Group*

E-mail

Telephone*

Master

Master name

Year

E-mail

Telephone*

Alumni

Full name

Degree

Bachelor

Learning stream

Graduation Year

E-mail

Telephone*

Master

Master name

Graduation Year

E-mail

Telephone*

Other

Full name

You are:

E-mail

Telephone*

Request type*

Load a request* (multiple docs, in diff
formats: PDF, JPG, PGN, MS Office)

Message

☐ GDPR

Submit

Summary of the
request sent to the
Secretary at
office@fabiz.ase.ro

Automatically confirmation by
email to the requestor with (1) a
registration number and (2)
summary of the request

* optional

Secretary interface

Inbox (connect with office@fabiz.ase.ro)

SEACRH

Folders

Inbox 7
In progress 2
Solved 29
Trash 3

Name

Student #1

Alumni #1

Student #2

Alumni #2

Student #3

Student #4

Student #5

Student #6

Student #7

Student #1, Date, hour, #ID number

Summary:

- Name
- Bachelor / Master
- Group
- Etc

Reply

Message:

Bla bla bla bla bla bla bla bla bla
bla bla bla bla bla bla bla bla bla
bla bla bla bla bla



Attachment(s) name

Assigned to?
(Secretary 1,
Secretary 2)

Analytics (administrator access only)

Predefined dashboards:

- # of requests
- # of requests per each category
- # of requests solved by user 1, 2 or 3
- # of requests per each type
- Avg time of solving requests
- Avg time of solving per type of requests

Filters for:

- period
- Other...