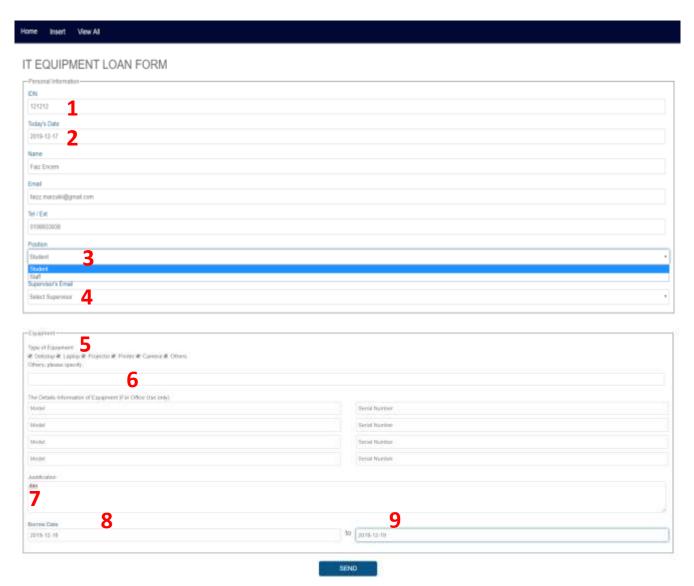


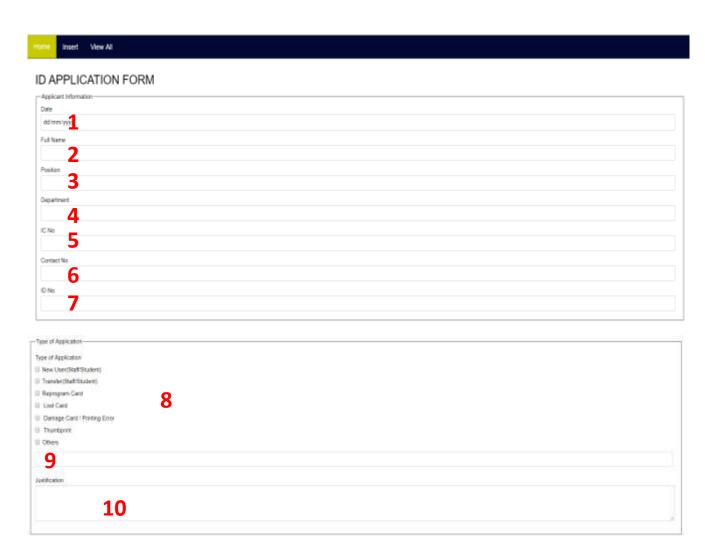
- 1. If user want to use an IT appliances from IT Unit, they need to fill up IT Equipment Loan Form.
- 2. If user want to make an ID, they need to fill up ID Application Form.
- 3. If user want to ask for a service from IT Unit, they need to fill up IT Service Form.





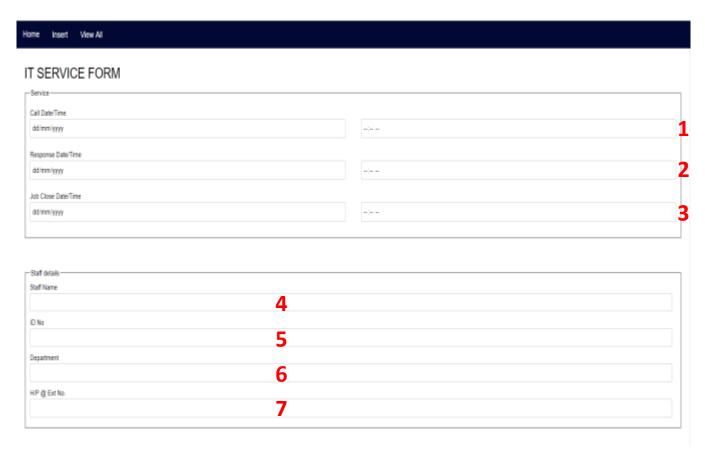
- 1. User need to enter their ID and the data of Name, Email, Phone Number will appear.
- 2. User need to insert today date.
- 3. User need to choose either they are Student or Staff.
- 4. Supervisor's Email only available if user choose Student in step 3. They need to choose their supervisor for event.
- 5. User need to choose equipment that they want to loan from IT Unit.
- 6. If in step 5 user choose "Others" option, they need to fill this textarea with equipment that are not listed in the option.
- 7. User need to clarify their events name and location of their event here.
- 8. User need to enter date they want to loan the equipment.
- 9. User need to enter date they want to return the equipment.





- 1. User need to insert application date.
- 2. User need to insert their name.
- 3. User need to fill their position either they are student or staff.
- 4. User need to fill their department name.
- 5. User need to fill their IC number.
- 6. User need to to fill contact number.
- 7. User need to fill ID number.
- 8. User need to choose type of ID Application.
- 9. If user choose others in option on step 7, they need to clarify it in textarea.
- 10. User need to justify why they want to create an ID card.







- Equipment / Machine		
Equipment / Machine Type		
	8	
Serial No		
	9	
Problem Type		
☐ Hardware		
☐ Software		
□ Network	10	
(i) Email	10	
□ Application		
Others		
Problem description		
	11	
Action Done		

- 1. User need to insert Call Date and Time.
- 2. User need to insert Response Date and Time.
- 3. User need to insert Job Close Date and Time.
- 4. User need to insert staff name.
- 5. User need to insert staff ID.
- 6. User need to insert their department name.
- 7. User need to insert contact number.
- 8. User need to fill up name of equipment that need to be services.
- 9. User need to insert serial number of equipment that are going to be service.
- 10. User need to choose problem type.
- 11. User need to clarify the problem in detail.