King Saud bin Abdulaziz University For Health Sciences
College of Medicine – Jeddah
Information technology Department

جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
كلية الطب بجدة
قسم تقنية المعلومات

IT Service Ticket

REPORT DETAILS

Report No:	Date:	Time:

LOCATIONS DETAILS

Building:	Room NO:	Floor:

SERVICE DESCRIPTION

……...…
……...…
……...…
……...…
……...…

SERVICE DETAILS

Engineer's Name:	Engineer's Badge NO:

Engineer's Remarks: ……...…
……...…
……...…

Status After Service: ❑ complete   ❑ incomplete   ❑ pending for spares   ❑ under observation
❑ working solution provided   ❑ other ………………………………………………………..

Defects Found: ……............…
……...…

REPORTER / REQUESTER SERVICE RATING

Service Feedback Out of 5:   ❑ ☺ 5   ❑ ☺ 4   ❑ ☺ 3   ❑ ☹ 2   ❑ ☹ 1

Remarks/Reasons:

REPORTER / REQUESTER INFORMATION

Reporter / Requester Name:

Signature:	Badge No:
	Date:

☛ **NOTE: ONE REQUEST FORM PER SERVICE**