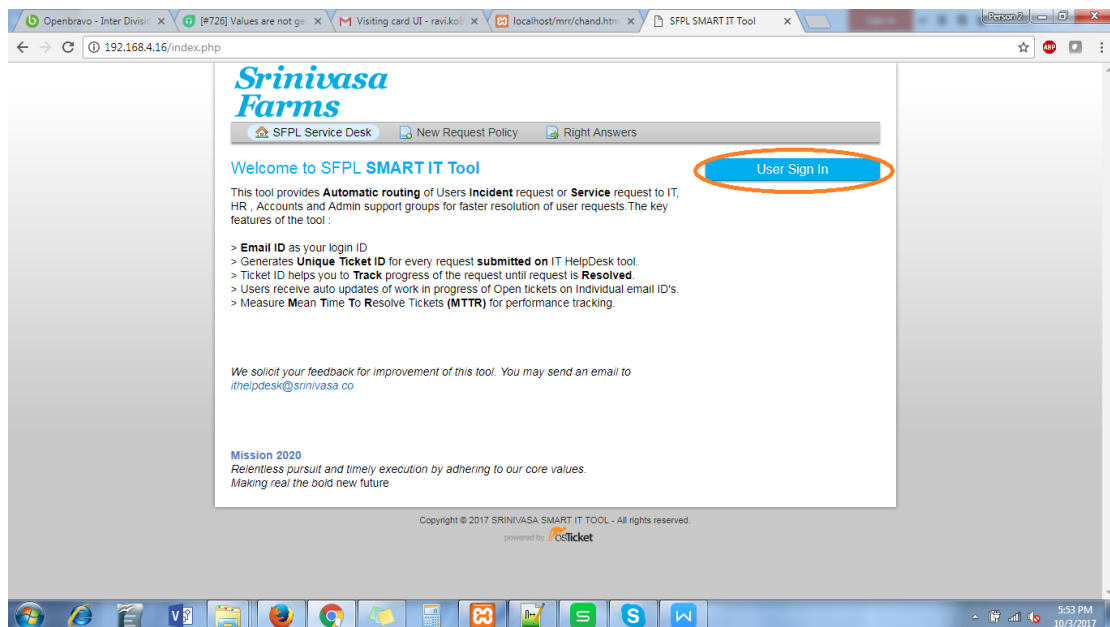


# SM@RTIT Tool Request Creation

## Step-I

Go to URL :<http://192.168.4.16/index.php> (or) <http://smartittool.in/index.php>.

Click On “User Sing In” button.



## Step -II

User Sign In :

Enter your Mail ID with @srinivasa.co Extension

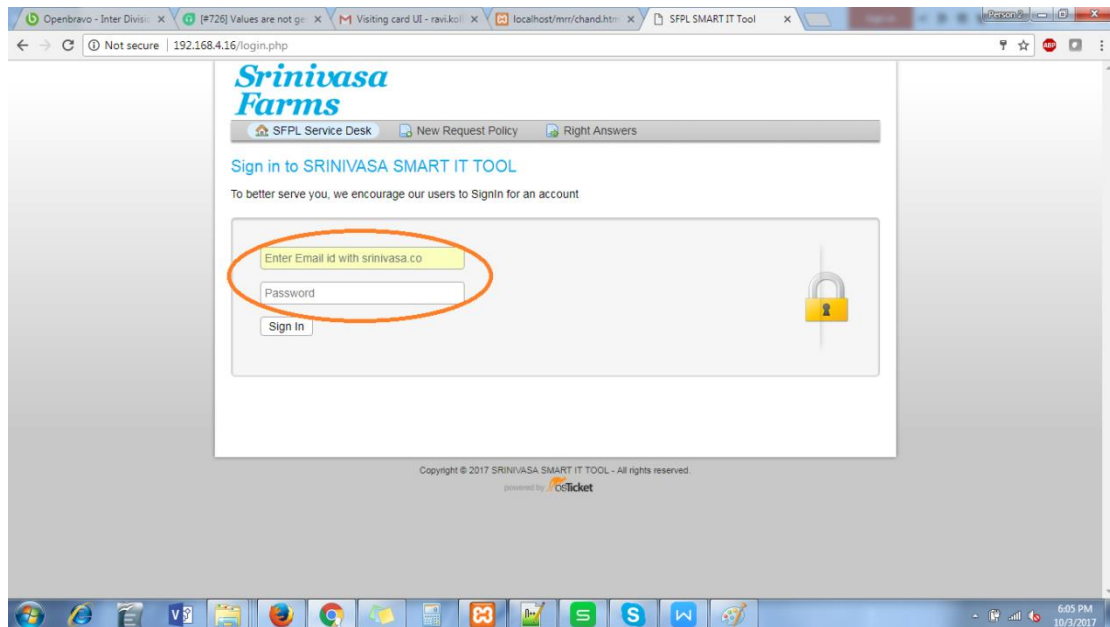
Enter Your password : \*\*\*\*\*

Example:

User [Ravi.kolli@srinivasa.co](mailto:Ravi.kolli@srinivasa.co)

Default Password 123456(password must be minimum 6 letters )

Click on “Sign In”

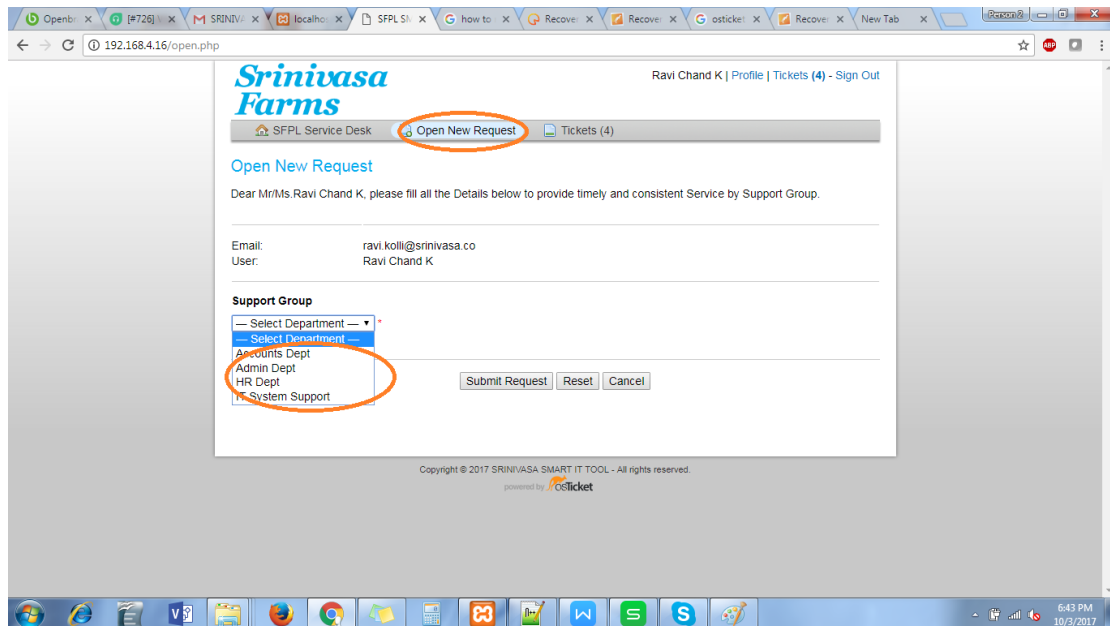


Step - III

## Creating New Request :

- 1.Click on Open New Request.
- 2.Go to Support Group there is you can find drop down menu.

Then Select which department to which you want to raise the Request in drop down menu.



Request Summary: (In 1.0v)

- 1.Issue Title.
- 2.Detailed summary of Request which you have.
- 3.Attach docs/images if there is any up to 2MB.

Dear Mr/Ms/Mr/Ms Chandan K, please fill in the details below to provide timely and consistent service by Support Group.

Email: ravi.kolli@srinivasa.co  
User: Ravi Chand K

**Support Group**  
Admin Dept

**Incident/Service Request**  
Please Describe Your Issue.

**Request Summary(50 characters) \***

**Details on the reason(s) for opening the Request(512 characters).**

Ⓔ Attach Supporting Files Here! (2 MB)

[Submit Request](#) [Reset](#) [Cancel](#)

Then click on submit button for send your request.

Then you will receive an email from concern department regarding your Request.

Thank You!!!