**Jaypee Univeristy of Information Technology, Waknaghat Solan H.P**

SERVER ROOM

REQUISTION PERFORMA TO RESOLVE INTERNET CONNECTIVITY PROBLEM

Sr. No.:\_\_\_\_\_\_\_\_\_\_\_(To be filled by office of Server Room) Received on dated:\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Department** | **Signature with date** |
|  |  |  |  |
| **Sr. No.** | **Problem** | **Response** |
|  | Internet is not working | Yes/No: |
|  | LAN port in not working | Yes/No: |
|  | Internet works sometimes | Yes/No: |
|  | Any other problem (Please give enough details) |

|  |  |
| --- | --- |
| **Location of affected user** |  |
| **Mobile No** |  |

**Forwarded and Recommended to Server Room**

**SIGNATURE OF HEAD**

**(Head of Department)**

To be filled by Server Room

 Job assigned to with date:

**(System Analyst)**

Problem Identified:

**Signature(Technician/Attendant)**

Problem resolved on:

Signature of User:

**(Server Room Incharge)**