

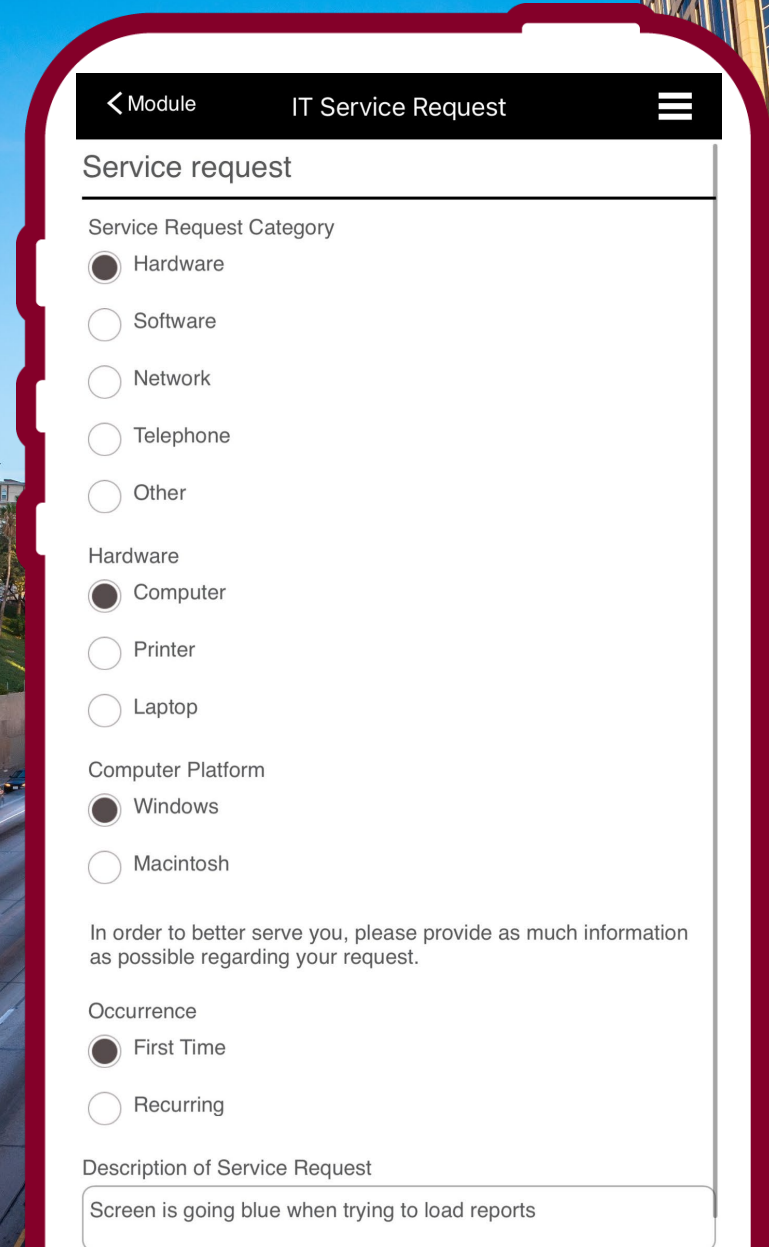
# Do you know ...

Our **IT Service Request forms** allow employees to submit a ticket when tech-related needs or issues arise?

- An IT manager can review the service request and adjust priorities based on urgency.
- IT professionals can contact the employee to troubleshoot or collect more information if needed.
- The IT department can track incoming requests and handle them as a separate workstream vs. ongoing responsibilities.

This process enables the IT service desk to **deliver timely internal support** while **ensuring employee productivity**.

## Form: Example Application



The screenshot shows a mobile application interface for submitting an IT Service Request. The form is titled "IT Service Request" and includes the following sections:

- Service request**
- Service Request Category**
  - Hardware
  - Software
  - Network
  - Telephone
  - Other
- Hardware**
  - Computer
  - Printer
  - Laptop
- Computer Platform**
  - Windows
  - Macintosh
- Occurrence**
  - First Time
  - Recurring
- Description of Service Request**

Screen is going blue when trying to load reports