



Tenant IT Form

Date and Time	
Name of person reporting issue	
Unit Number	

Contact Name	
Phone	
Email	
I would prefer to be contacted by	Phone <input type="checkbox"/> Email <input type="checkbox"/>

PLEASE DESCRIBE THE ISSUE IN AS MUCH DETAIL AS POSSIBLE	
When the issue occur? (Date / Time)	
What is the issue?	

What PC device were you using?	
Training Room PC <input type="checkbox"/> <i>(please fill in below details)</i>	
Please circle which Training Room PC were you using:  	What logon were you using? Lounge <input type="checkbox"/> Tenant <input type="checkbox"/> <i>(please specify)</i> _____

Personal PC/Device <input type="checkbox"/> <i>(please fill in below details)</i>	
What type of device were you using? PC <input type="checkbox"/> Notebook <input type="checkbox"/> Tablet <input type="checkbox"/> Phone <input type="checkbox"/>	What have you already done to try and resolve the issue? _____ _____ _____
Is the device yours? Yes <input type="checkbox"/> No <input type="checkbox"/>	What Operating System are you running? OS <input type="text"/> Version <input type="text"/>