

University Library Systems Department

Service Request Form

This form must be completed, signed by person submitting the request, signed by requester's supervisor and submitted to the Univ Ljbrary's System Dept. All requests will be will be prioritized and completed based on priority.

REOUEST CATEGORY

Please select the category that best describes your problem.

- Desktop/ Application Software Issues: Problems with hardware or software other than Voyager
- System Administration Issues: Problems with System Policies, etc. handled in Voyager
- Access Reports/Reporter Issues: Problems with Voyager's Reporter Module and requests for Access Reports

Problem Description/Details

Machine/User: _____ Location: _____ Requested Completion Date: _____

Give a complete description of the problem as well as what steps you have taken attempting to correct it. Please include justification for request.

Signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Systems Department Use Only

Priority Assigned: _____

Request Received By: _____ Date Request Received: _____

Request Completed By: _____ Date Request _____

Completed: _____ Action(s) Taken: _____
