ITV Trouble Report

Staff: _____
Class/Event: _____
Patron/Presenter: _____ Bldg/Room: _____
Date & Time: _____ V/C Locations: _____
Do you wish to be contacted upon resolution (Y/ N?) ○ Yes ○ No
If yes leave email_____

Description

(Attach separate sheet if necessary.)

Status

Reported to Multi-Media Tech? ☐
Was Trouble resolved by TRC? (Y/N) ☐ **if yes, explain resolution below.**

Resolution

(Attach separate sheet if necessary.)

For back office use only.
Entered by: _____ Severity Assigned: **1 2 3 4**
Date Reported: _____
Resolved by: _____