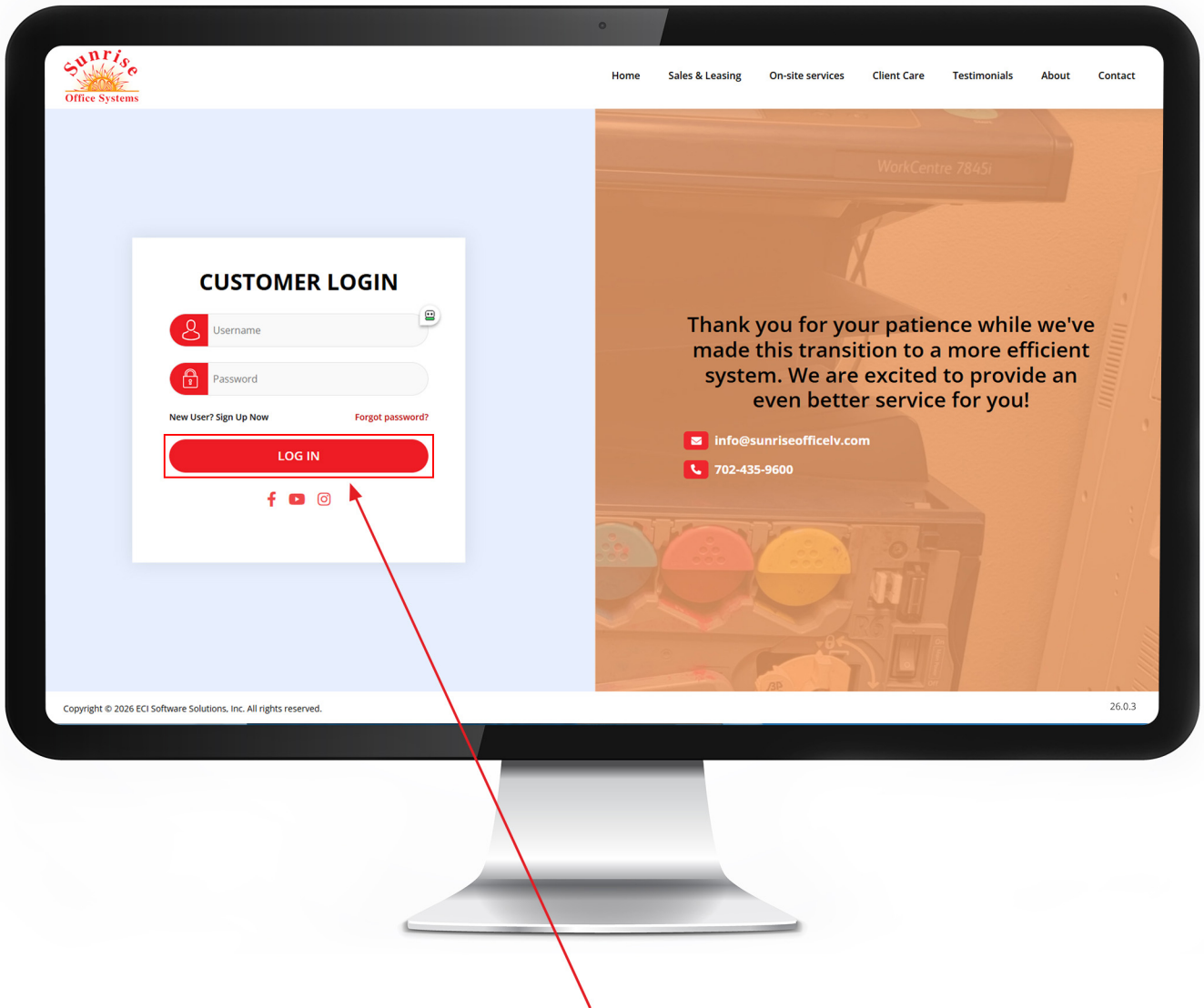


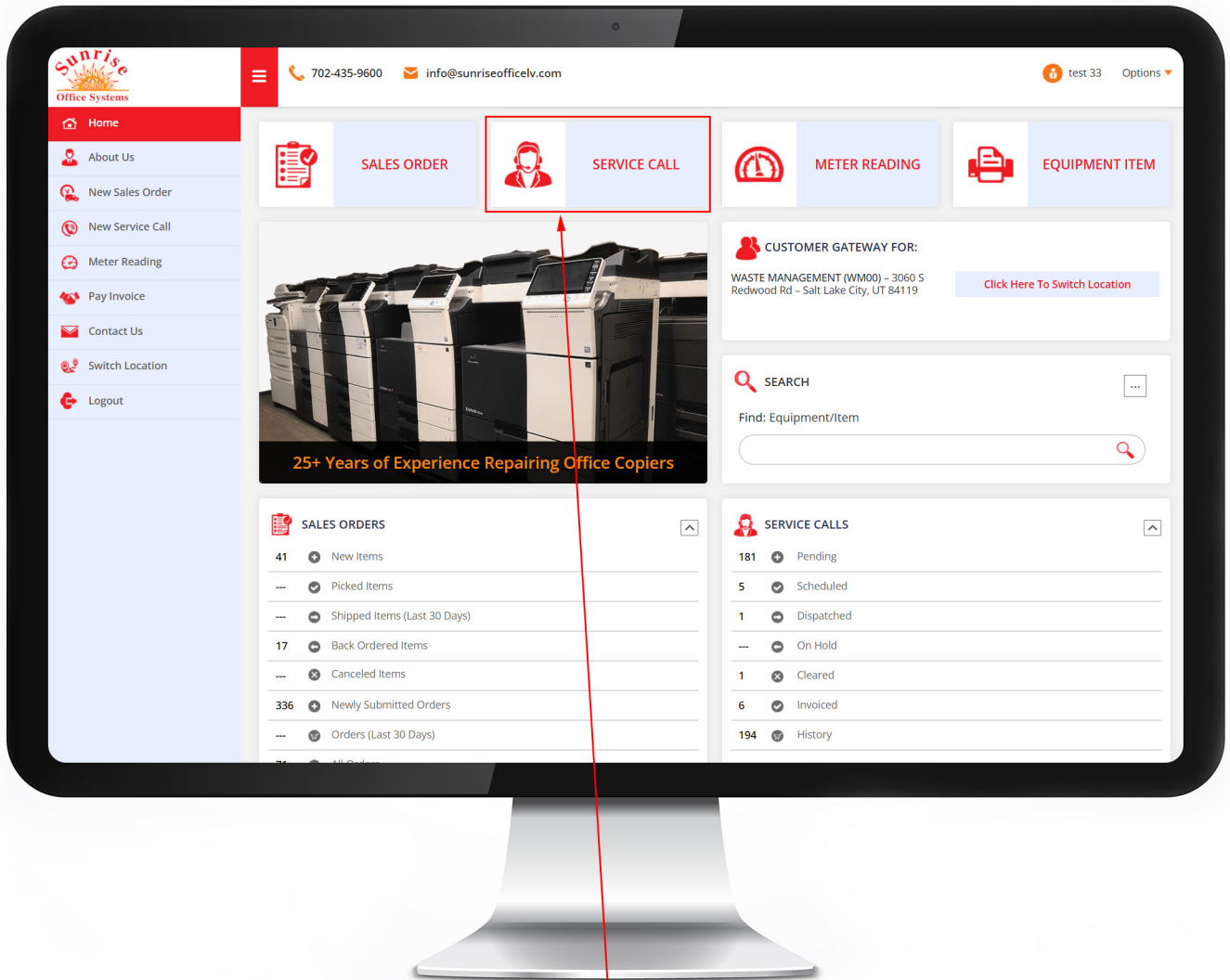
## 1. How to Place a Service Call:

- **1.1) Login :-** On the Login screen, enter your Username and Password. Click the Login button.



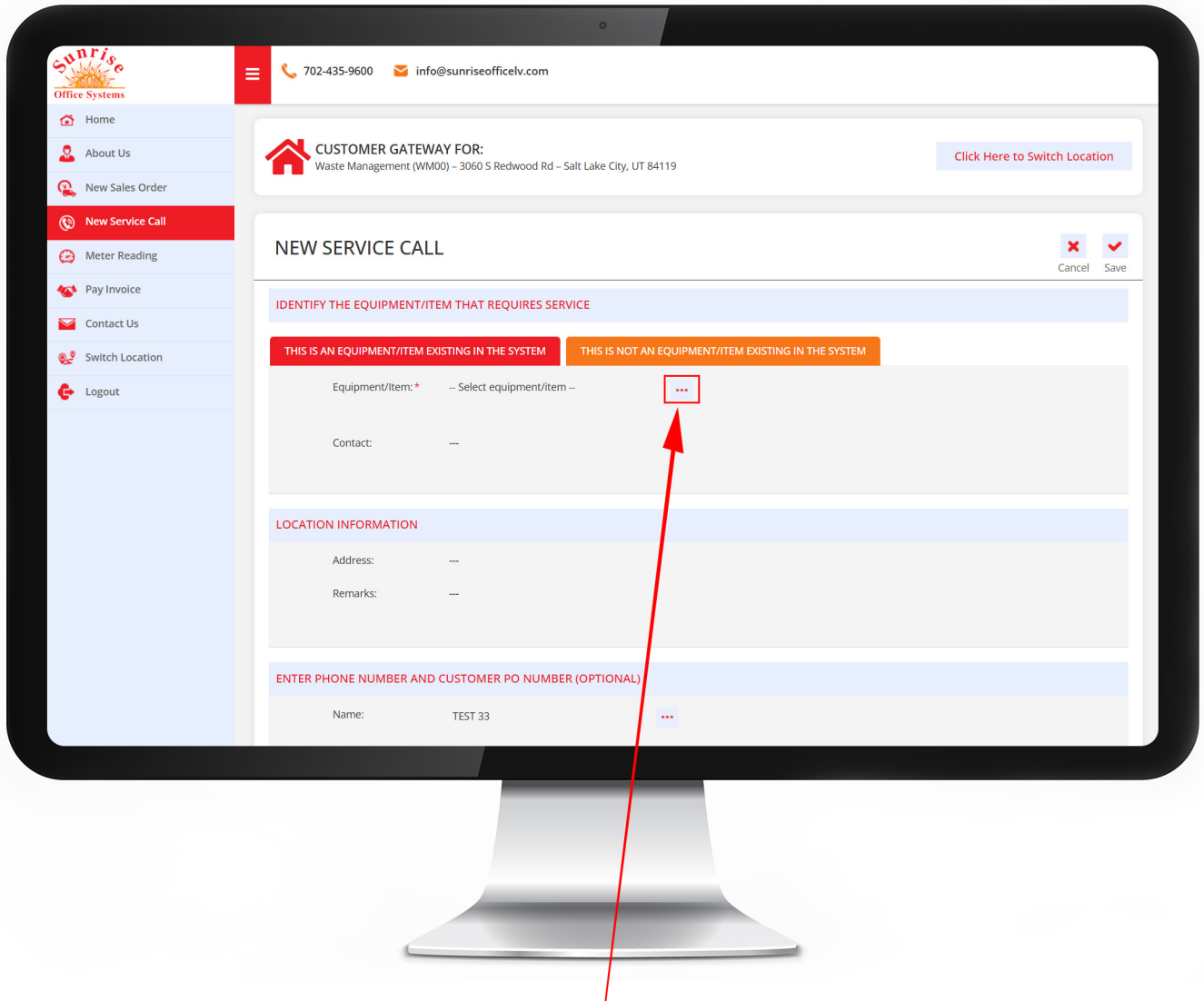
Login Button

➔ 1.2) Click on Service Call :- On the Dashboard screen, click on the Service Call button.

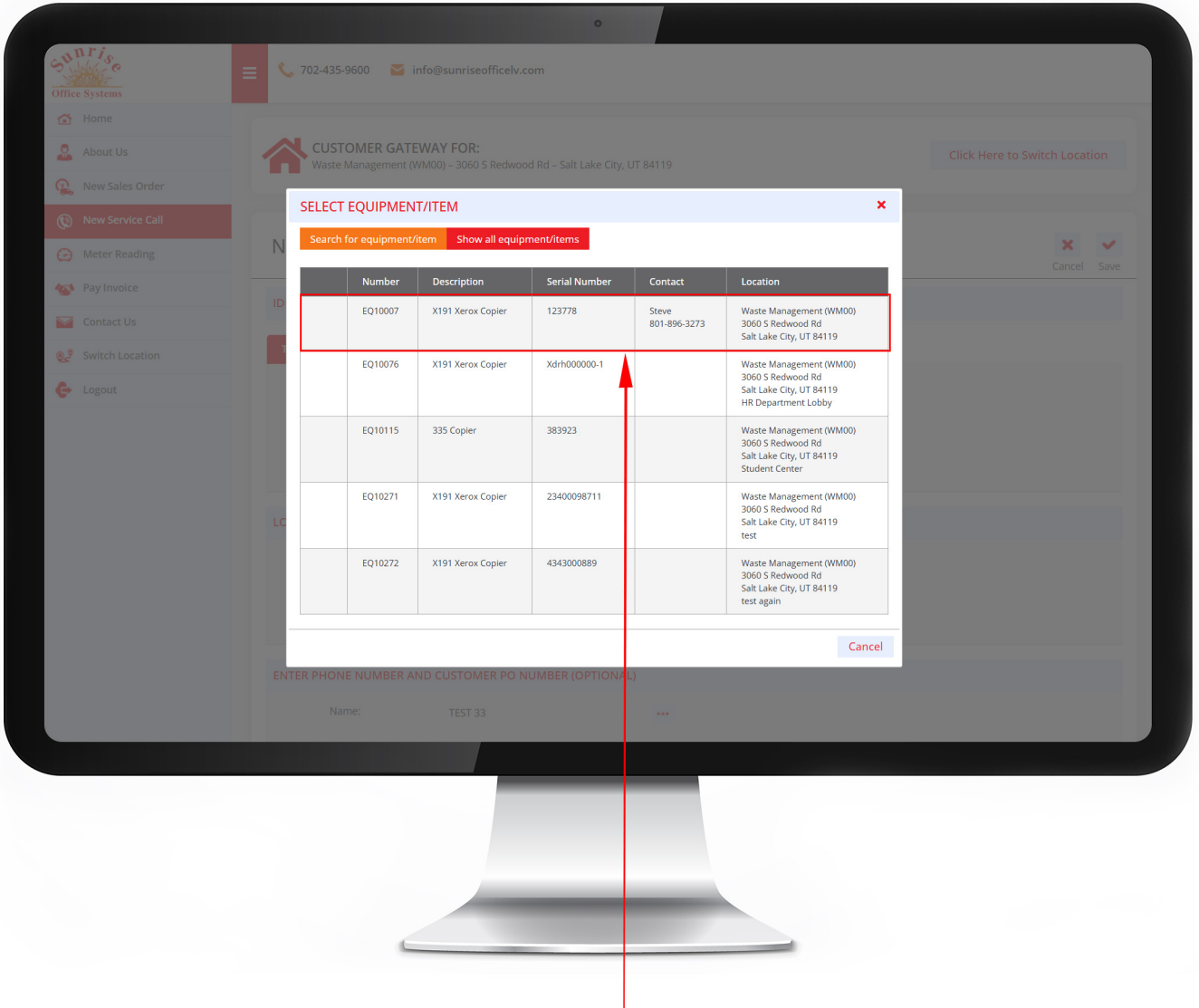


Service Call Button

- **1.3) Select Equipment/Item that needs service :-** On the Service Call screen, click on --Select equipment/item-- to choose the equipment that needs service.

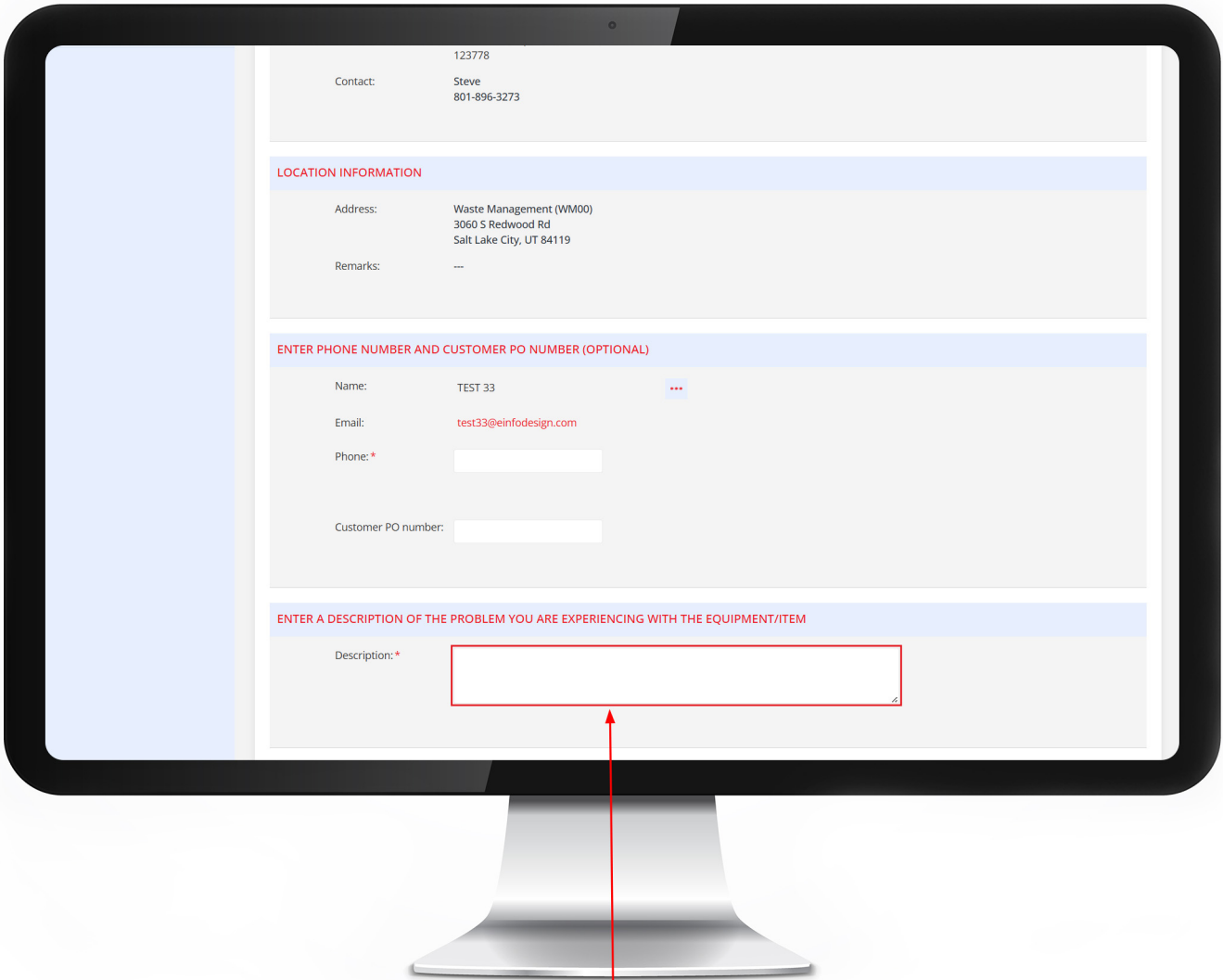


Click here to open the popup with your equipment listed.



Click the equipment that needs service

→ **1.4) Enter Description :-** Enter the issue you are having in the Description box.



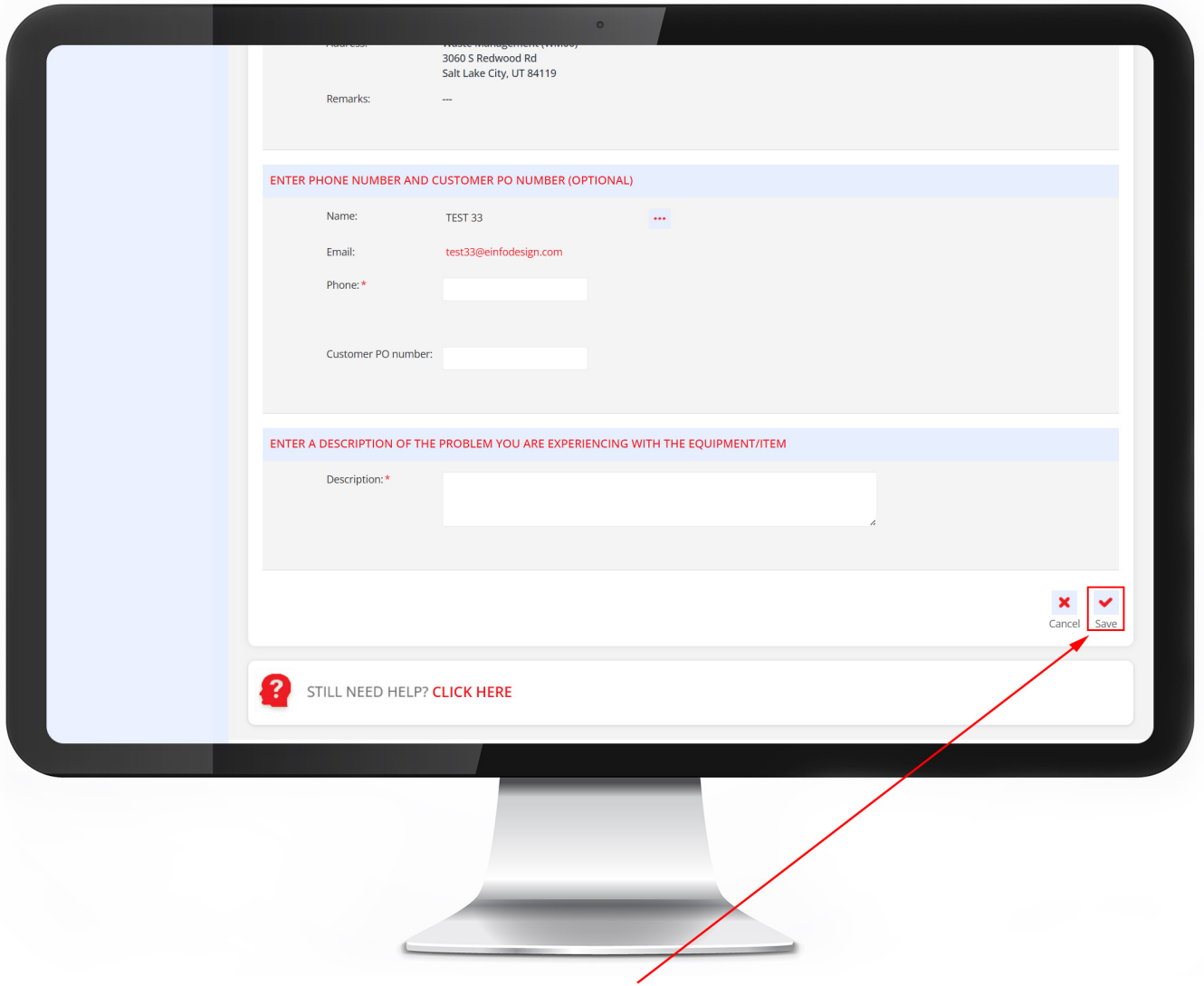
The image shows a computer monitor displaying a web form. The form is divided into several sections:

- Contact:** 123778  
Steve  
801-896-3273
- LOCATION INFORMATION**  
Address: Waste Management (WM00)  
3060 S Redwood Rd  
Salt Lake City, UT 84119  
Remarks: ---
- ENTER PHONE NUMBER AND CUSTOMER PO NUMBER (OPTIONAL)**  
Name: TEST 33  
Email: test33@infodesign.com  
Phone: \* [input field]  
Customer PO number: [input field]
- ENTER A DESCRIPTION OF THE PROBLEM YOU ARE EXPERIENCING WITH THE EQUIPMENT/ITEM**  
Description: \* [input field]

A red arrow points to the Description input field, and a red box highlights it.

Type your issue here.

→ **1.5) Click Save :-** Click the Save button to submit your Service Call.



Click here to save your information

Service Call  
Complete