Yankton Catholic Community Technology work order

***Before you turn in a work order, try these basic troubleshooting steps***

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| To |  Examined the cables, connectors, and power cords to make sure they're plugged in securely Made sure power strip or the surge protector is on and that it works Checked to see if anyone else is having a similar problem, such as getting internet or email.  Force quit programs that are not working (ctrl+alt+delete) A simple reboot (turn computer off and then back on) If the computer will not reboot, pull the power cord, hold in the power on switch for 15+ seconds,  then plug back in and turn back on***If the issue persists, complete this work order and e-mail to*** ***technology@yanktoncatholic.org*** ***with a subject line >> Subject: Work order YYYY-MM-DD*** |  |  |

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| --- | --- | --- | --- | --- |
| WORK ORDER COMPLETED BY | location  | Room Number | Computer(S) With the PROBLEM | Date |
|  |  |  |  |  |

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| --- | --- | --- |
| Detailed description of Problem(Example: Computer Will Not Open PDF Files)If white board - include THE model | When the problem occers(Example: When I download PDF from website) | **displayed error messages?** |
|   |  |  |
| **Below completed by tech support** |
| RESOLUTION | FOLLOW UP | Date |
|  |  |  |

**Technology contact**

**Larry Hames at** **technology@yanktoncatholic.org** **665-7543**

**Technology tip: When done for the day restart your computer and turn off the monitor**