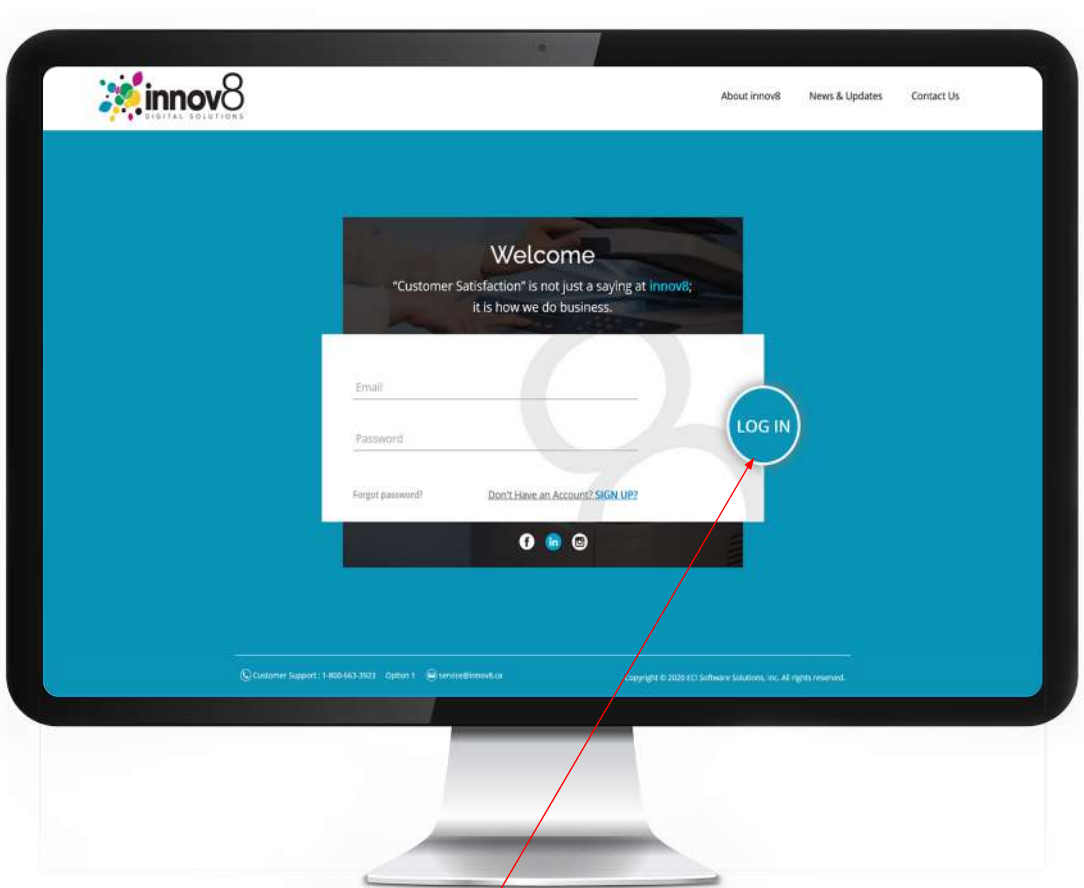


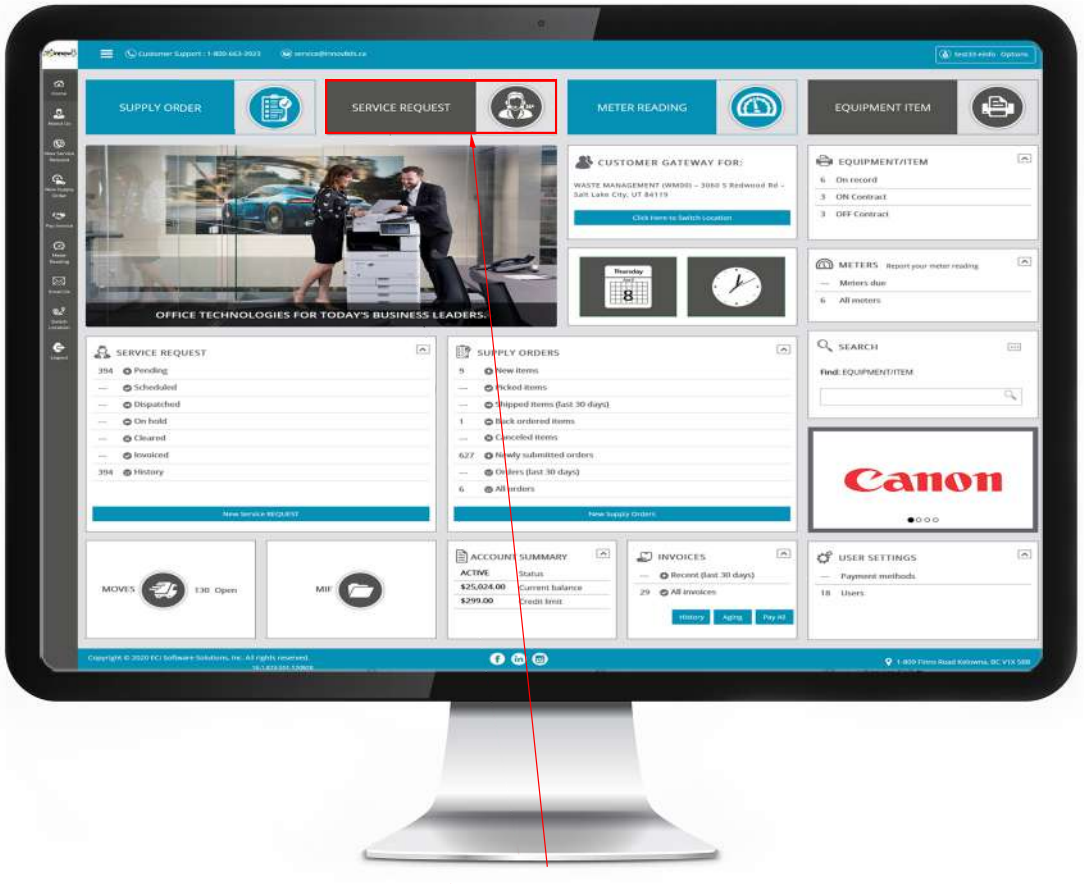
## 1. How to Request a Service :

→ 1.1) Log In :- On the Log in screen, enter your Email and Password. Click the Log in button.



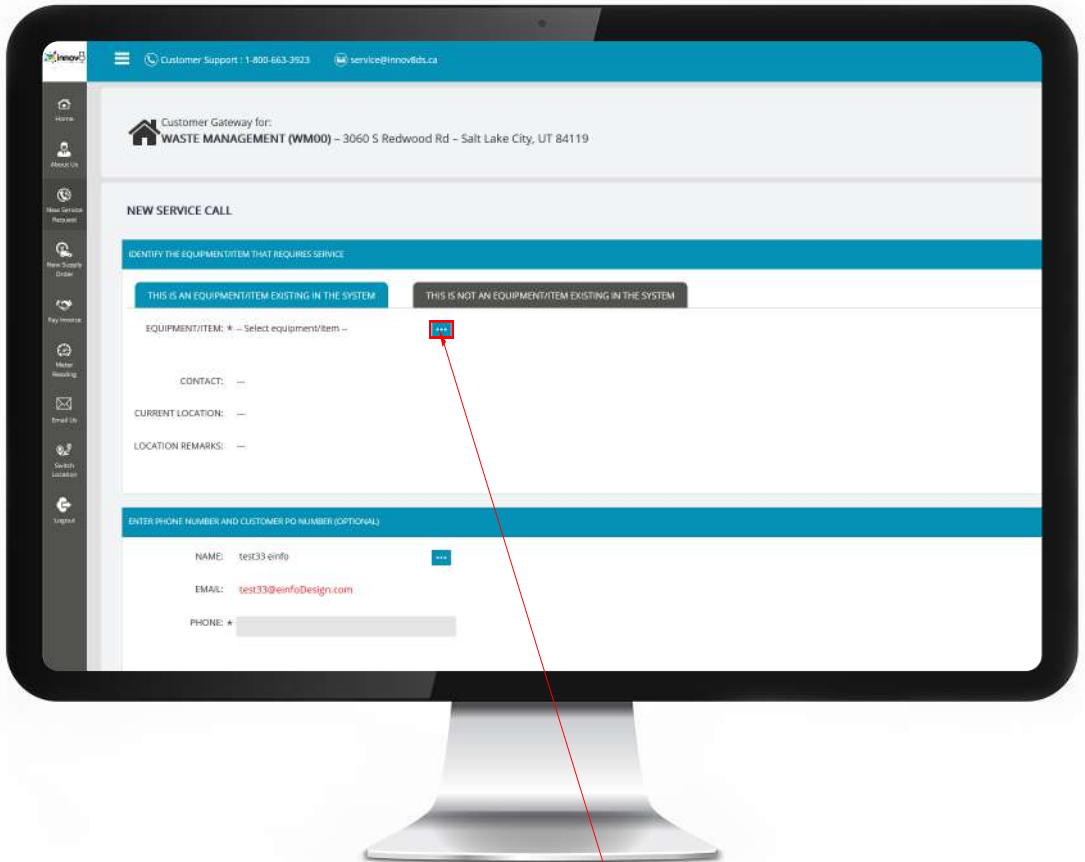
Log in Button

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

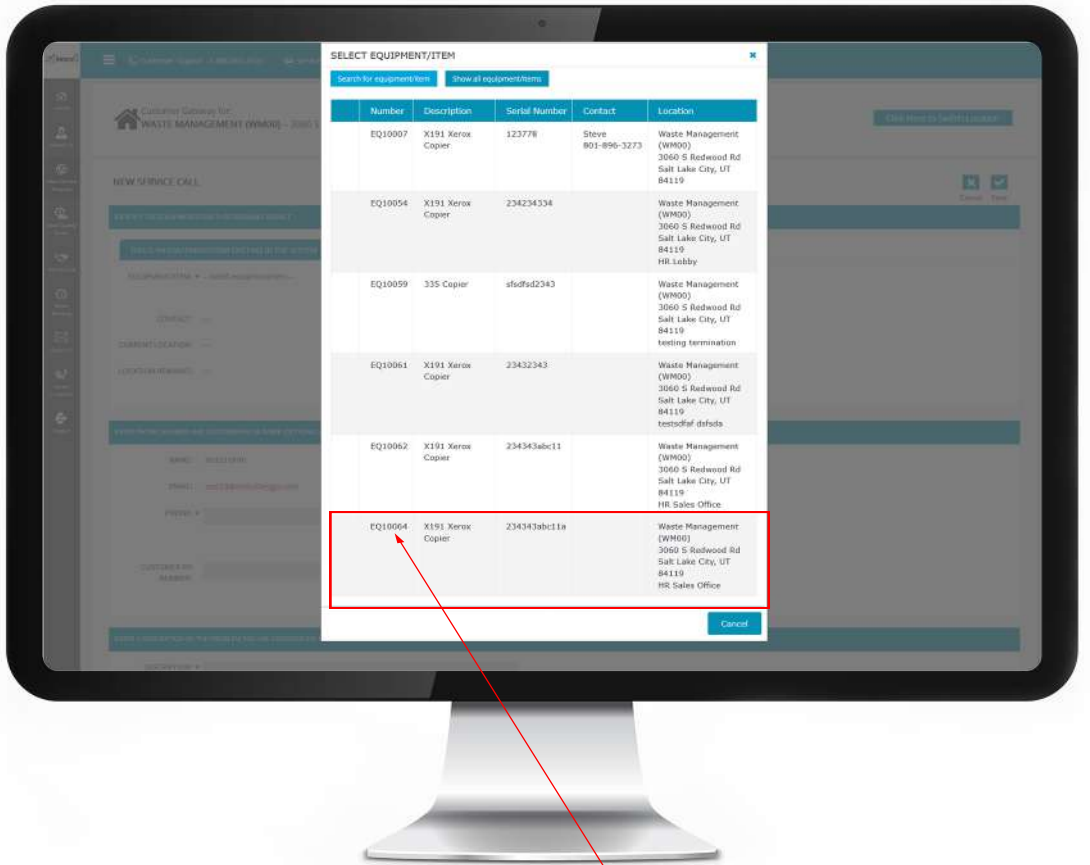


Service Request Button

➔ **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.

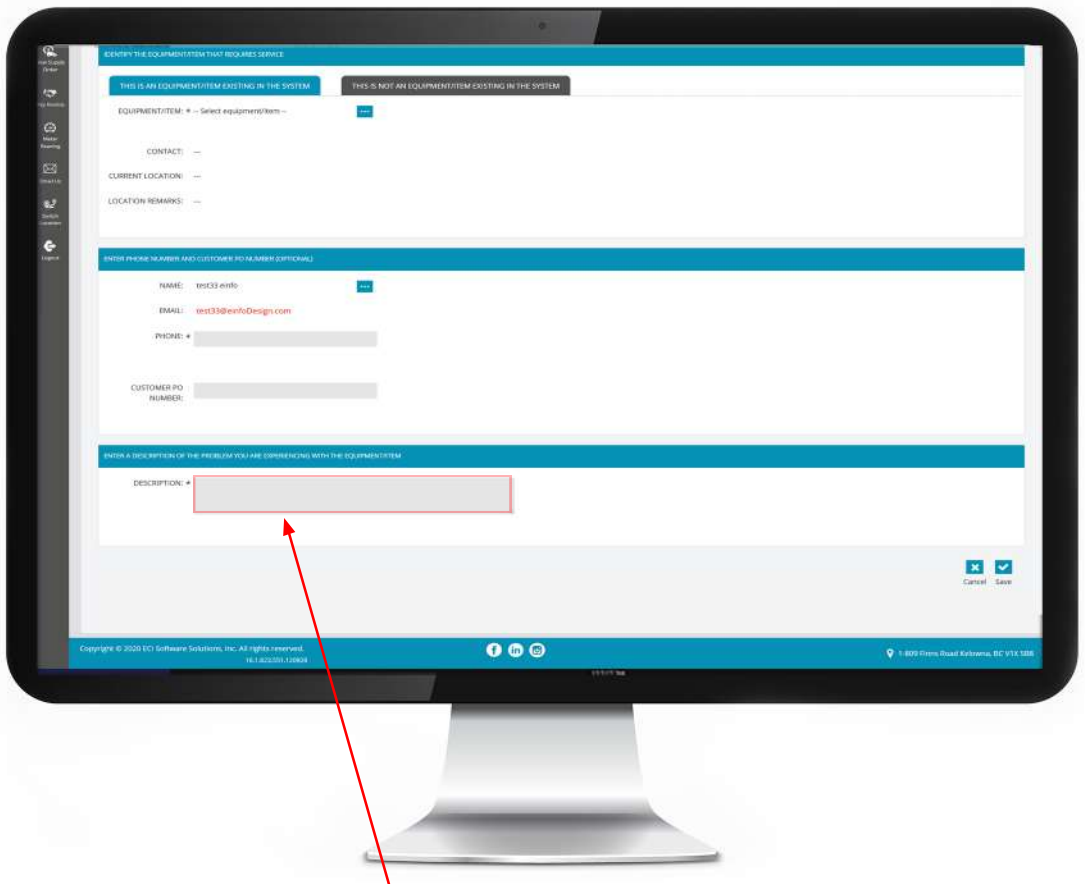


Click here to open the popup with your equipment listed.



Click the equipment that needs service

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

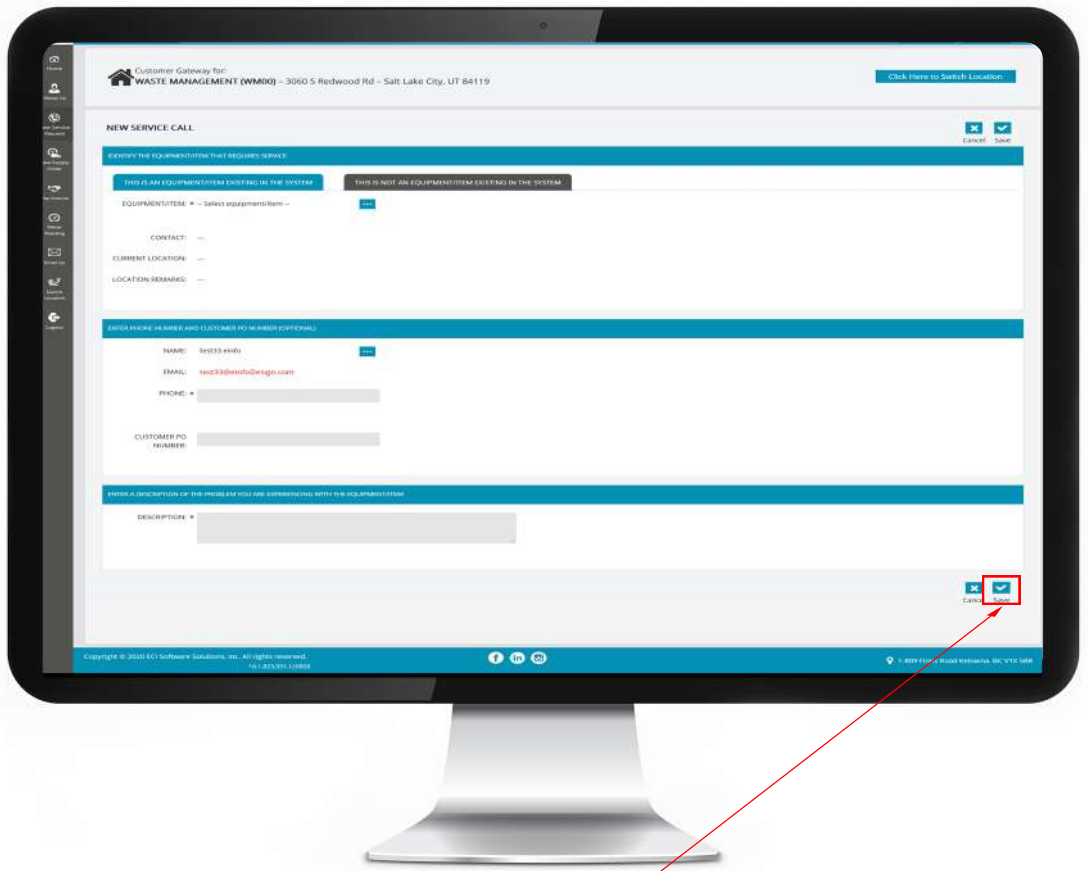


The screenshot shows a web application interface for entering equipment details. The form is divided into several sections:

- IDENTIFY THE EQUIPMENT/ITEM THAT REQUIRES SERVICE:** This section has two tabs: "THIS IS AN EQUIPMENT/ITEM EXISTING IN THE SYSTEM" (selected) and "THIS IS NOT AN EQUIPMENT/ITEM EXISTING IN THE SYSTEM". Below the tabs is a dropdown menu for "EQUIPMENT/ITEM:" with a search icon. There are also fields for "CONTACT:", "CURRENT LOCATION:", and "LOCATION REMARKS:".
- ENTER PHONE NUMBER AND CUSTOMER PO NUMBER (OPTIONAL):** This section contains fields for "NAME:" (with value "155C3-4976"), "EMAIL:" (with value "155t33@evinfoDesigns.com"), "PHONE:", and "CUSTOMER PO NUMBER:".
- ENTER A DESCRIPTION OF THE PROBLEM YOU ARE EXPERIENCING WITH THE EQUIPMENT/ITEM:** This section has a "DESCRIPTION:" label followed by a text input field. This field is highlighted with a red border, and a red arrow points to it from the text "Type your issue here." below the monitor.

At the bottom right of the form, there are "Cancel" and "Save" buttons. The footer of the application includes copyright information: "Copyright © 2020 ECI Software Solutions, Inc. All rights reserved. 78.3.002020-128624" and a location: "1-800-Dream-Quest Kalamazoo, MI 49001".

Type your issue here.



Click here to save your information

Service Request  
Completed