Defect log

• You have to log in first



• Then go to the Accommodation menu \rightarrow Defect log



• Click on the New maintenance issue



• Fill in the form

•		Account - Accommodation - LOG
		Select where the fault is located
Where is the issue:	In my room	
	O In my cell	
	O In common areas	
	U7	
Which profession will be solving this issue:	I don't know (all professions)	
	NEXT	Colort The
	NEAT	Select The
		maintenance HRR
		maintenance

• Specify the type of defect

•\$•		Account + Accommodation + LOGOUT
NEW MAIN	TENANCE ISSUE	
Facility:	U7	
Floor:	5	
Room:	517	
Profession:	The maintenance HRR	
Type of defect	Catering	~
Description:	Catering Data socket/internet - not working Defect - furniture	
* After saving the fault, yo	Defect - furniture	
	Defect - water topo	

• Can you further define/describe the problem and save

•				LOGOUT		
NEW MAINT	ENANCE ISSUE					
Facility:	U7					
Floor:	5					
Room:	517					
Profession	The maintenance HRR					
Type of defect:	Data socket/internet - not working			~		
Description				11		
* After saving the fault, you will be able aphoto documenting the fault.						