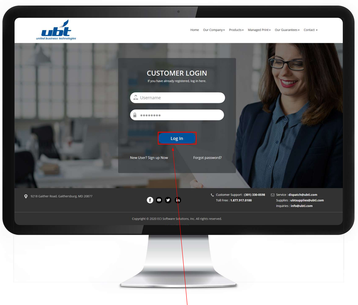
ubt
united business technologies

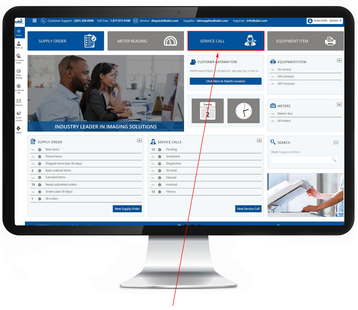
1. How to Place a Service Call:

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



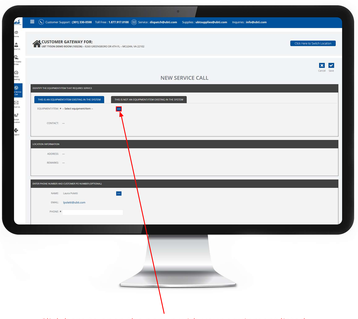
Log in Button

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

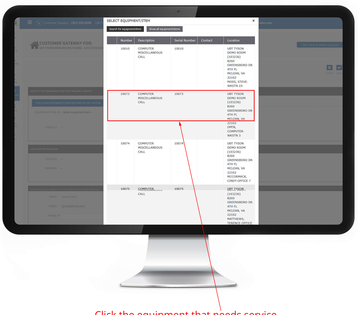


Service Call Button

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.

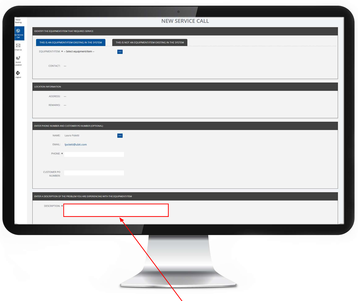


Click here to open the popup with your equipment listed.



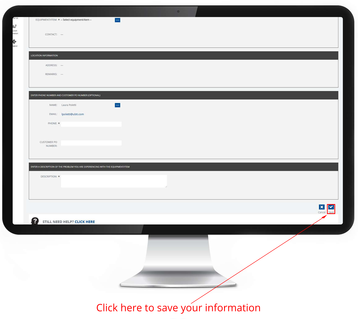
Click the equipment that needs service

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



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