



HR, Time and Attendance Software

Hardware fault request form

Call ID:

Company name:

Contact:

Phone No:

Email:

Location:

Postcode:

Description of Fault:

Type of hardware:

Serial Number:

IP Address:

Badge Format:

Device(s) Location:

Actions Required:

Biostar Required?

Equipment Required:

Reason for Fault (If any):

Previous Actions Taken:

Pictures of Faulty Unit: