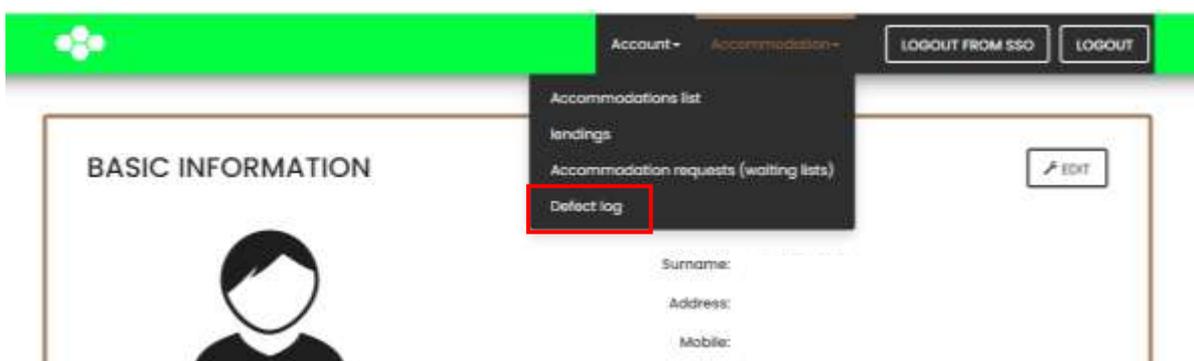
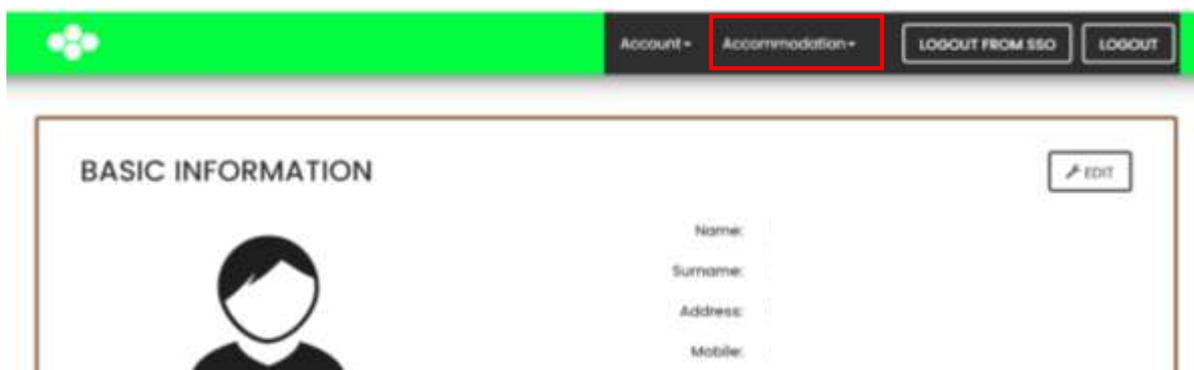


Defect log

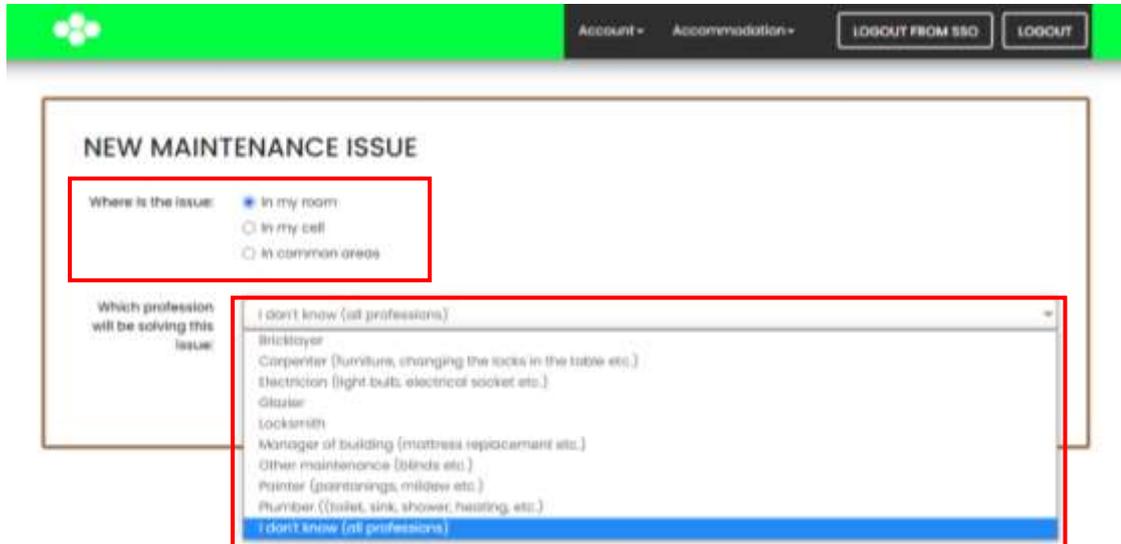
- 1) After logging in to the ISKAM system, select the "Defect log" item from the "Accommodation" menu.



- 2) Select „New maintenance issue“



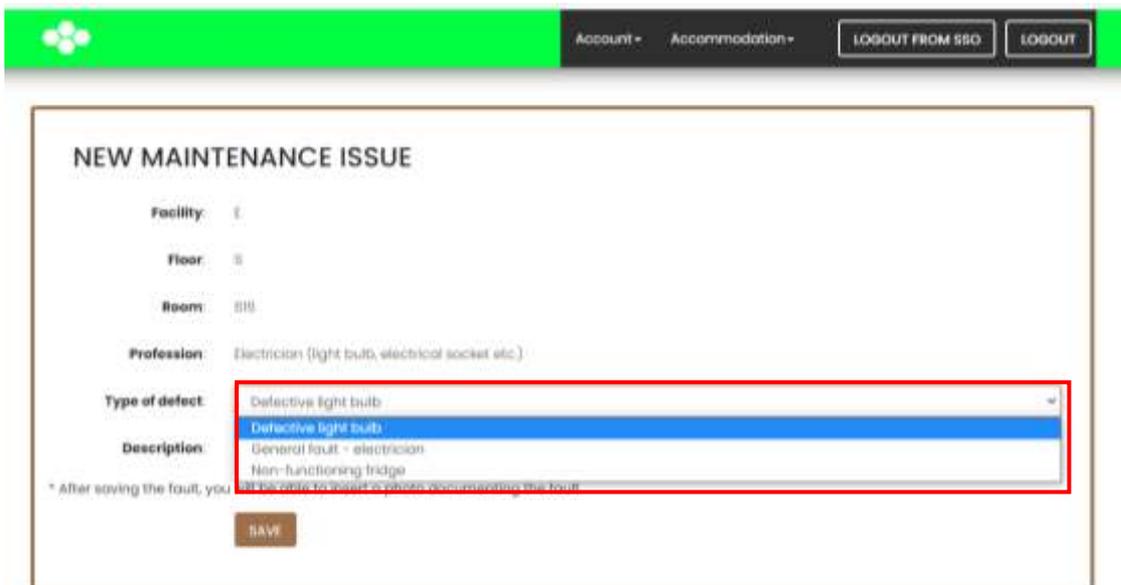
- 3) Select location (room, cell, common areas - e.g. study room) and type of fault according to **profession** (e.g. Electrician, Plumber, etc.)
Click "next".



The screenshot shows the 'NEW MAINTENANCE ISSUE' form. At the top, there is a navigation bar with 'Account', 'Accommodation', 'LOGOUT FROM SSO', and 'LOGOUT' buttons. The form has two main sections highlighted with red boxes:

- Where is the issue:** This section contains three radio button options: 'In my room' (which is selected), 'In my cell', and 'In common areas'.
- Which profession will be solving this issue:** This section contains a dropdown menu with the following options: 'I don't know (all professions)', 'Bricklayer', 'Carpenter (furniture, changing the locks in the table etc.)', 'Electrician (light bulb, electrical socket etc.)', 'Glazier', 'Locksmith', 'Manager of building (mattress replacement etc.)', 'Other maintenance (blinds etc.)', 'Painter (paintings, mildew etc.)', 'Plumber (toilet, sink, shower, heating, etc.)', and 'I don't know (all professions)'. The 'I don't know (all professions)' option is currently selected and highlighted in blue.

- 4) Select the type of defect

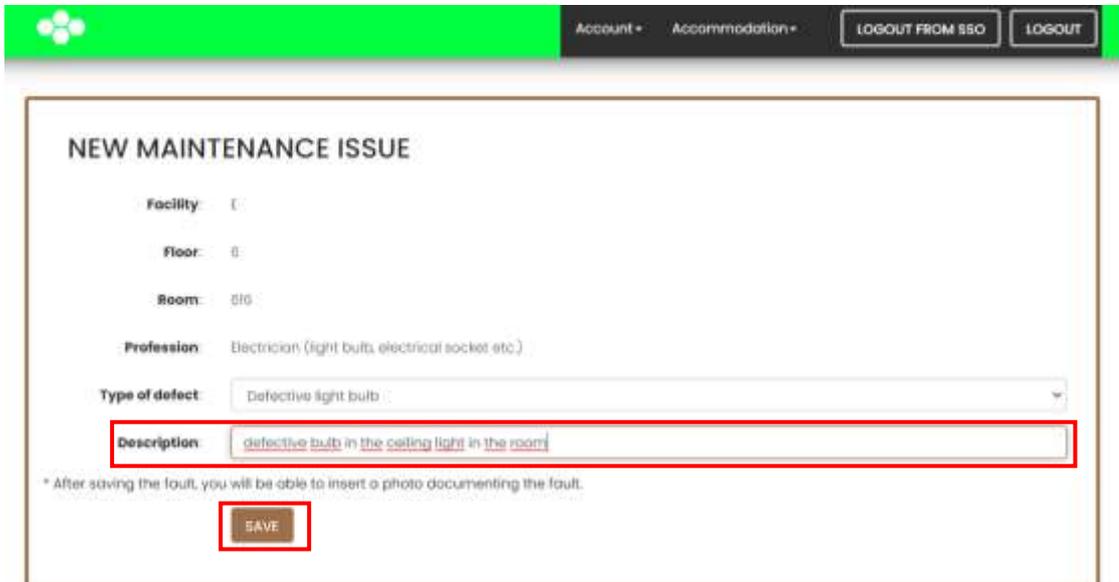


The screenshot shows the 'NEW MAINTENANCE ISSUE' form with the following fields filled out:

- Facility:** 1
- Floor:** 5
- Room:** 511
- Profession:** Electrician (light bulb, electrical socket etc.)
- Type of defect:** A dropdown menu is open, showing the following options: 'Defective light bulb' (highlighted in blue), 'Defective light bulb', 'General fault - electrician', and 'Non-functioning fridge'.
- Description:** (This field is empty)

Below the form, there is a note: '* After saving the fault, you will be able to upload a photo documenting the fault.' and a 'SAVE' button.

- 5) In the **Description** item, write a detailed description of the defect (e.g. "defective bulb in the ceiling light in the room")



NEW MAINTENANCE ISSUE

Facility: E

Floor: 0

Room: 010

Profession: Electrician (light bulbs, electrical socket etc.)

Type of defect: Defective light bulb

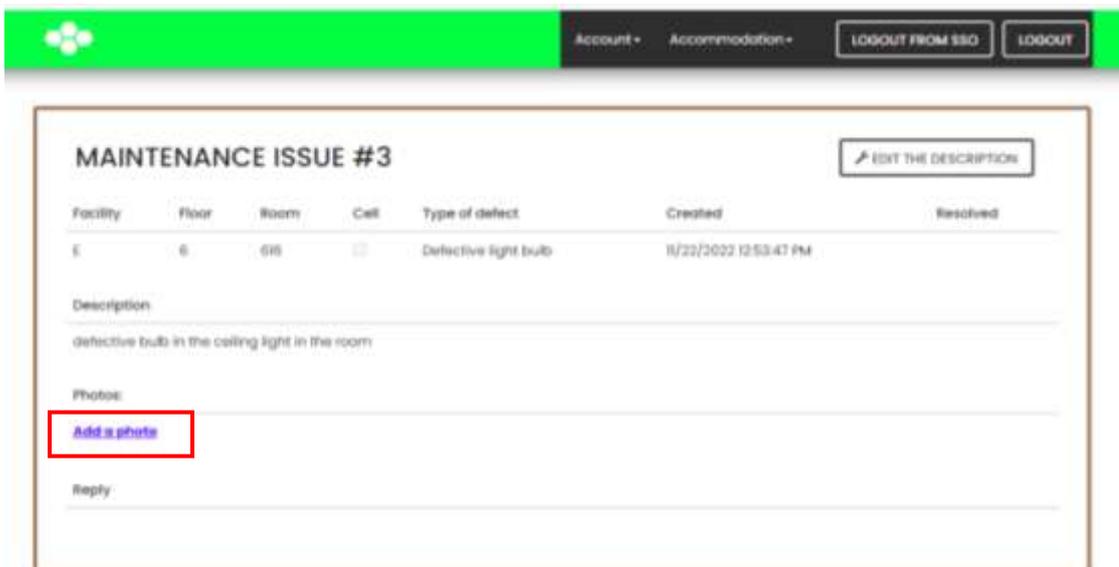
Description: defective bulb in the ceiling light in the room

* After saving the fault, you will be able to insert a photo documenting the fault.

SAVE

- 6) Then **Save**.

- 7) After saving the defect, you will be able to **add a photo** documenting the defect.



MAINTENANCE ISSUE #3

EDIT THE DESCRIPTION

Facility	Floor	Room	Cell	Type of defect	Created	Resolved
E	0	010		Defective light bulb	11/22/2022 12:53:47 PM	

Description
defective bulb in the ceiling light in the room

Photos
Add a photo

Reply

8) In the *Defect log*, you can see all your reported defects incl. dates of their removal.

The screenshot displays a user interface for a 'DEFECT LOG'. At the top, there is a navigation bar with a logo on the left and user options on the right: 'Account+', 'Accommodation+', 'LOGOUT FROM SBO', and 'LOGOUT'. Below the navigation bar, the main content area is titled 'DEFECT LOG' and includes a button for 'NEW MAINTENANCE ISSUE'. The primary section is 'Defects submitted by me', which contains a table with the following data:

ID	Facility	Room (Floor)	Type of defect	Created	Resolved	Info
3	E	616	Defective light bulb	11/22/2022 12:53:47 PM	11/22/2022 12:56:23 PM	

Below the table, there are two sections: 'Defects on room (cell)' and 'Defects in the common areas', both of which indicate 'No records to be displayed.'