

Hardware Asset Incident and Service Log

Asset Information

Asset ID:	Enter asset ID	Asset Name / Type:	e.g. Laptop, Printer
Serial Number:	Enter serial number	Location:	Office / Room
Assigned User:	User's name	Department:	Department name

Incident / Service Details

Date:	Time:		
Logged By:	Staff name	Contact:	Email / Phone
Type:	Select <input type="button" value="▼"/>	Priority:	Select <input type="button" value="▼"/>
Describe the incident or service details:			
Description:	Detail the actions or solutions taken:		
Action Taken:			
Status:	Select <input type="button" value="▼"/>	Resolved Date:	

Log History

Date	Incident / Service	Description	Action Taken	Status	Logged By