

Hardware Asset Incident and Service Log

Asset Information

Asset ID:	<input type="text" value="Enter asset ID"/>	Asset Name / Type:	<input type="text" value="e.g. Laptop, Printer"/>
Serial Number:	<input type="text" value="Enter serial number"/>	Location:	<input type="text" value="Office / Room"/>
Assigned User:	<input type="text" value="User's name"/>	Department:	<input type="text" value="Department name"/>

Incident / Service Details

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

Log History

Date	Incident / Service	Description	Action Taken	Status	Logged By