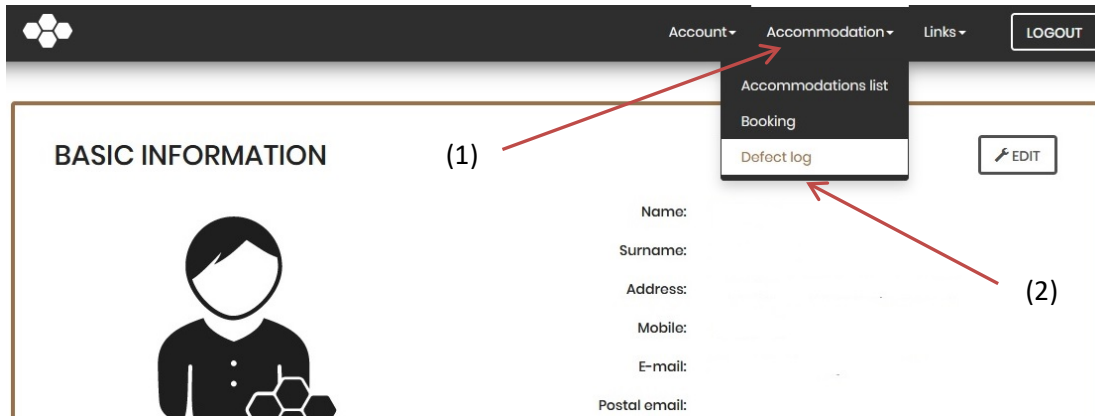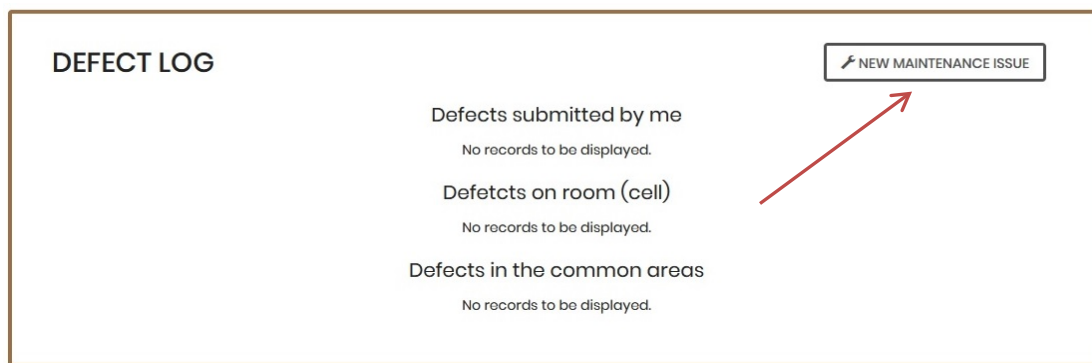# NEW DEFECT LOG IN THE ISKaM SYSTEM
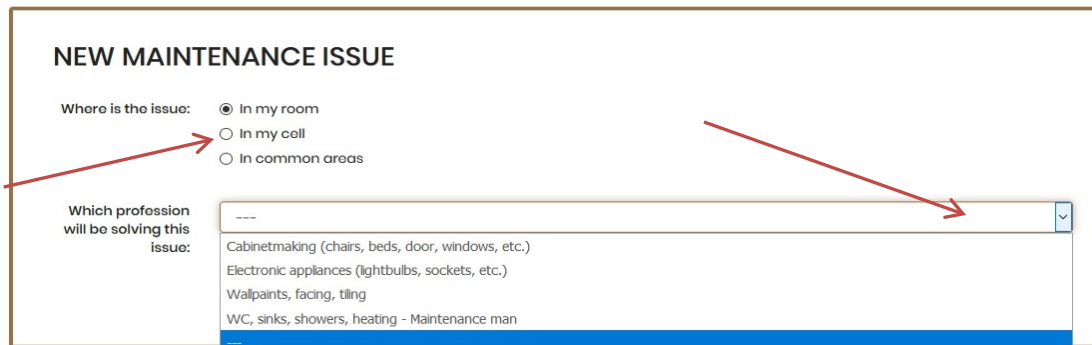
1. After logging in to the ISKaM system choose Accommodation tab (1) and Defect log (2)
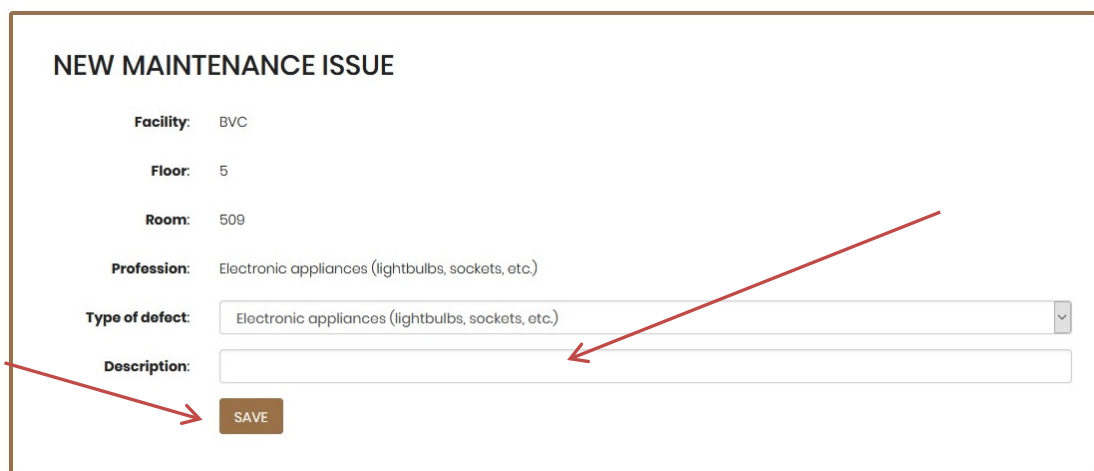

2. Click on „NEW MAINTENANCE ISSUE"

3. Choose the location (your room, your cell/apartment, common areas – e.g. study room) and one of the categories, then click on „NEXT"

4. Fill in the description of the issue, try to be specific (e.g. broken lamp on the table next to the window)

5. Don't forget to click „SAVE".