NEW DEFECT LOG IN THE ISKaM SYSTEM

1. After logging in to the ISKaM system choose Accommodation tab (1) and Defect log (2)



Defects in the common areas No records to be displayed.

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

NEW MAINT	ENANCE ISSUE	
Where is the issue:	In my room In my cell In common areas	
Which profession will be solving this issue:	 Cabinetmaking (chairs, beds, door, windows, etc.) Electronic applances (lghtbulbs, sockets, etc.) Walpaints, facing, tiling WC, sinks, showers, heating - Maintenance man	

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

Facility:	BVC	
Floor:	5	
Room:	509	
Profession:	Electronic appliances (lightbulbs, sockets, etc.)	
Type of defect:	Electronic appliances (lightbulbs, sockets, etc.)	
Description	K	

5. Don't forget to click "SAVE".