HOW TO WRITE A WORK ORDER:

TO: helpdesk@ppsd.org

FROM: your email

CC: Phidias.Mendez@ppsd.org

RE: PCTA (brief description of the issue)

MESSAGE:

1. Computer Name
   a. Find the computer name by clicking once on the computer icon on your desktop in the top left corner
2. Providence Code (see image below)
3. Service Tag number (see image below)
4. Location of the issue
5. Briefly state the issue