

Repair Checklist for Shop Service

Site: _____

- _____ Verify Student's iPad Insurance
- _____ Collect iPad IM- _____
- _____ Verify checked-in from student
- _____ Photograph damage and attach to ticket
- _____ Reassign to DMS Inventory in Destiny, mark as Out for Repairs
- _____ Reassign to Shop-Repair and remove enrolled user in Absolute
- _____ Erase iPad

If Insured:

- _____ Mark insurance as used in IC
- _____ Note asset tag of replacement in ticket.
- _____ Assign replacement to school in Destiny and Absolute
- _____ Close ticket

If NOT insured:

- _____ Add fee to IC
- _____ Communicate repair fee to school

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