



Guiding Ohio Online

Level Up: Put Together a Troubleshooting Checklist

Read back over “Steps to Success: Troubleshooting”. Then, develop a troubleshooting checklist for basic technical problems for at least two pieces of equipment —ereaders, tablets, microfilm readers or any other equipment that you see every day. Include steps to take before calling for help.

Share the checklist with other staff in the library and revise it based on their suggestions.