

32°C Haze

sug.digicampus.com/helpCenter/service/configuration/23

SUG Search Digicampus

< Configuration

Active ☒ Deactivated Services will not be visible to any user.

Capping/Limit ☐ You can limit the number of time a member can avail this service within a certain period.

Allow Maximum request(s) within a

Note : Only newly submitted requests will be taken into account for request capping. All previous requests will not be considered.

Restrict concurrent request creation ☐ Only one request is allowed at a time for each member. Members can only create another request once the ongoing request is closed.

Email notifications to assignee ☐ When a request is assigned to any admin or executive, they will always receive an email notification.

Enable QR Code Generation ☐ On the mobile app, requester can generate QR Code for a raised request and get it scanned by the Service Admin for faster search and processing.

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sug.digicampus.com/helpCenter/service/members/23

SUG Search Digicampus

< Request for Maintenance

Members (352) Admins (0) Executives (0)

Individual Group

Search by description Remove Groups [+ Add New Group](#)

Group (1)	Description
☐ Group 1	Shobhit University Gangoh Male Female Faculty

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Screenshot of the Shobhit University (SUG) Digicampus portal showing the 'Request for Maintenance' and 'Service Management' sections.

Request for Maintenance

- Members
- Configuration
- Escalation
- WorkFlow

Service Management

Administration Dashboard **Configuration**

Active Services (23) Deactivated Services (0)

Search by service name

- Report IT related Issues (Staff)
- Examination related queries/requests
- Request for Maintenance

Previous 1 2 Next

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SUG Search Digicampus

< Request for Maintenance

Members (352) Admins (2) Executives (0)

Search by name

Request for Maintenance_Admin 1

	Default Assignee	Default Assignee	Admin	Admin
☐	 Prof. Mahipal Singh [200604] Administrative Office	 Remove	 Remove	 Add

Request for Maintenance_Admin 2

	Default Assignee	Default Assignee	Admin	Admin
☐	 Mr. Virendra Kumar [202223] Administrative Office	 Remove	 Remove	 Add

Successfully added the admin

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