

# Instructions for ordering a service in the ServiceDesk catalog

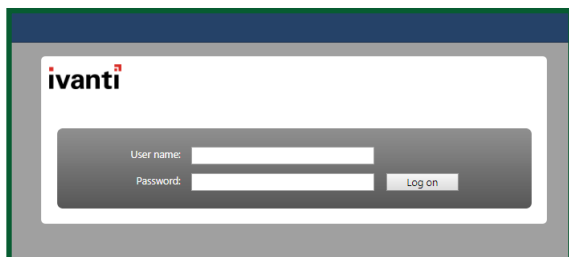
V.05/2019

Centrum  
AV  
podpory



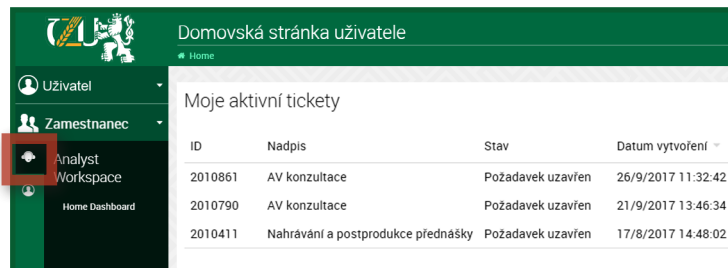
1

Sign in to the Helpdesk:  
**helpdesk.czu.cz**



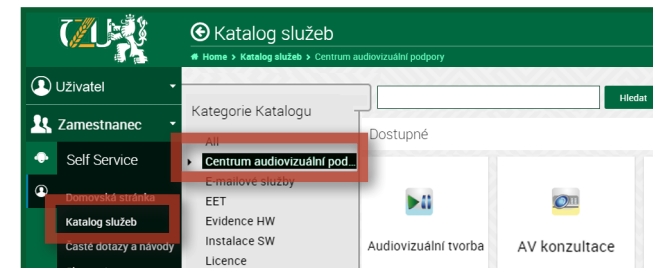
2

Select the menu **Requirements catalog** – either from the main menu or side menu.



3

Select an **audiovisual service** and the **request** of our Centre for Audiovisual Support – CAVP.

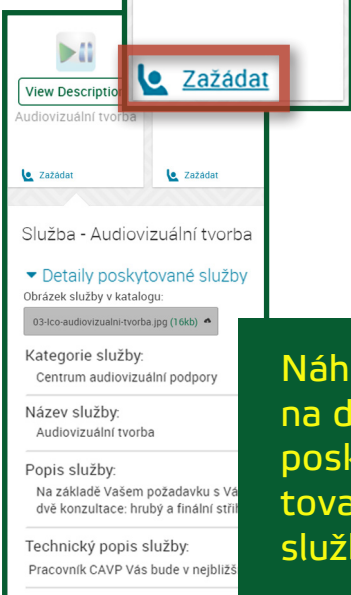


4



Audiovizuální tvorba

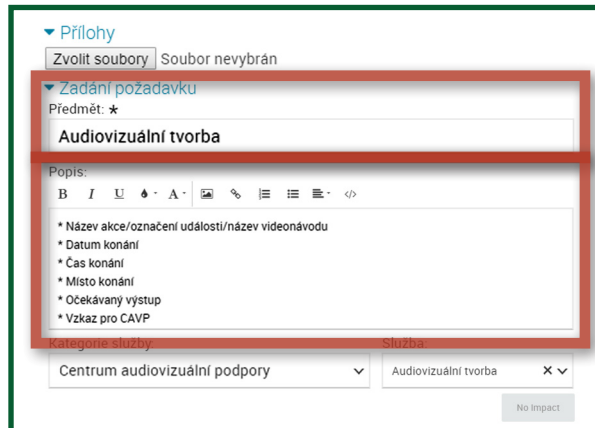
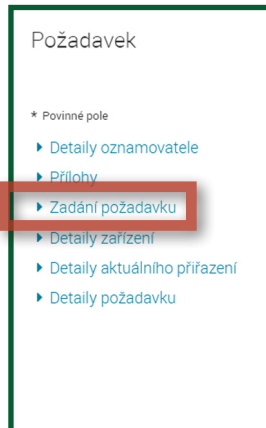
In our catalog, select the **service category** that suits your request.



Náhled na detaily poskytované služby.

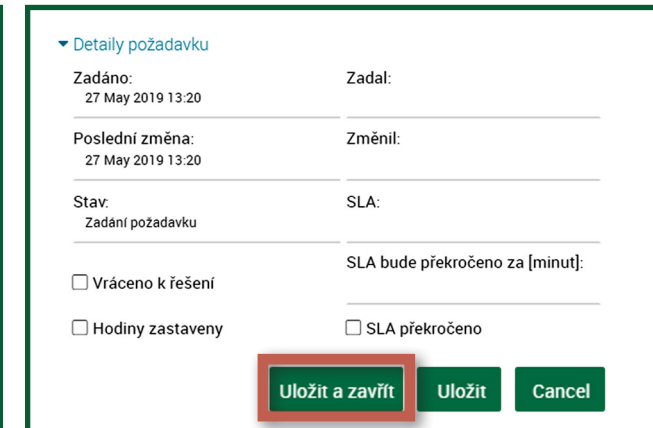
5

Fill in your request into the **required template**.



6

Put **Save and Close** – then through HelpDesk request to Centre for Audiovisual Support.



If you do not know the advice,  
write to our mail this way...



<https://cavp.czu.cz/en/r-12976-contact>