

# Instructions for ordering a service in the ServiceDesk catalog

V.05/2019

Centrum  
AV  
podpory



1

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

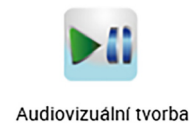
2

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.

Viewing details of provided service.

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>