Government of Sharjah
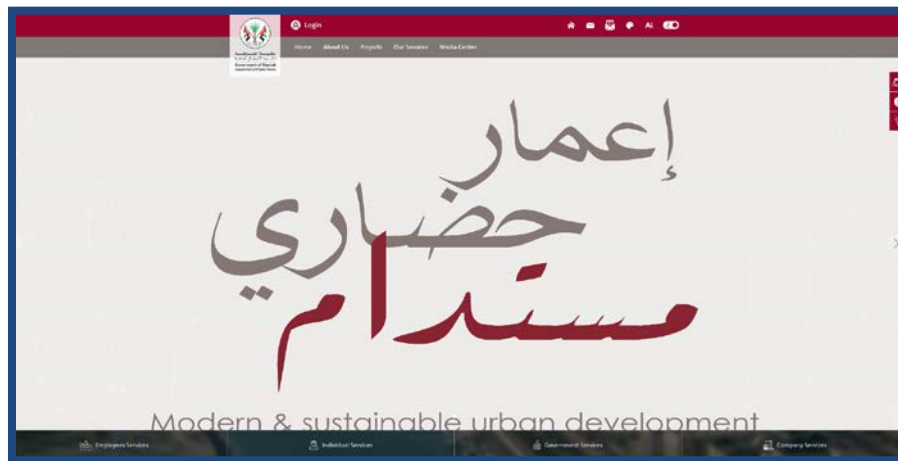**Department of Public Works**
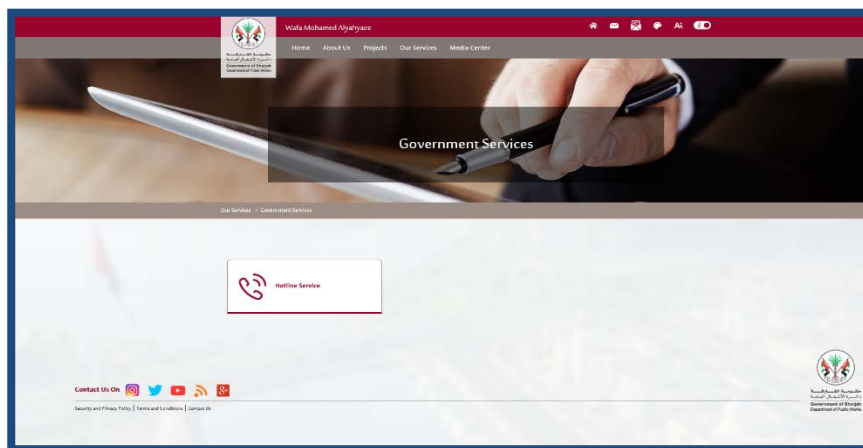حكــومــة الشــارقـــة
دائـــرة الأشغــال العـامـة

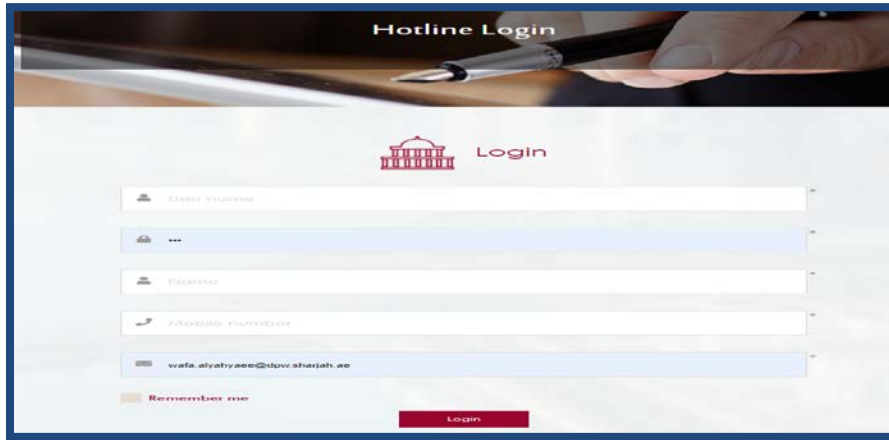# Submitting an incident for any building

1. Go to DPW website
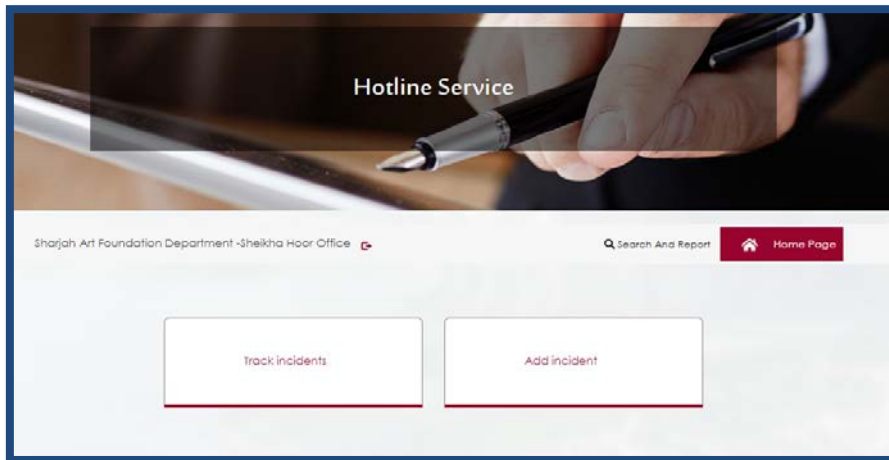   www.dpw.sharjah.ae.
2. Go to "Government Services".

3. Go to the services page.

4. Insert your username and password and the other details. Put (✓) on "Remember me", to save your details for the next time
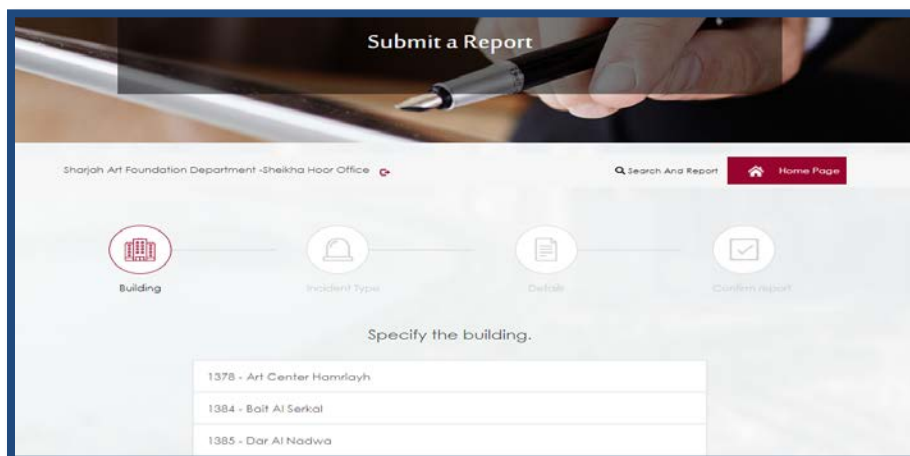

5. Your dashboard will be shown.

6. To apply for incidents request click on "add incident" then fill all required fields.
   Note: you can specify the building by choosing it, if you have more than one building under your account
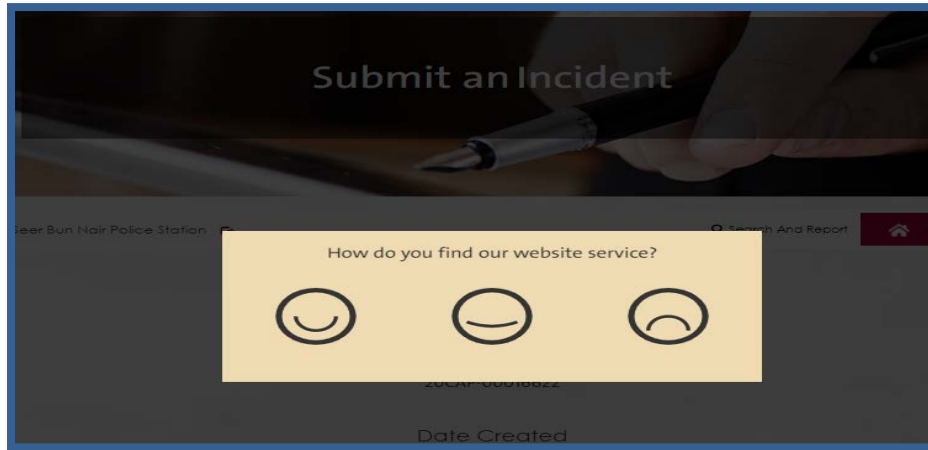
7. Choose incident type.

8. Fill all fields and you can attach a photo by clicking "upload" and add a description for each photo, please make sure to click save before you continue.

9. You can review your details before submitting.
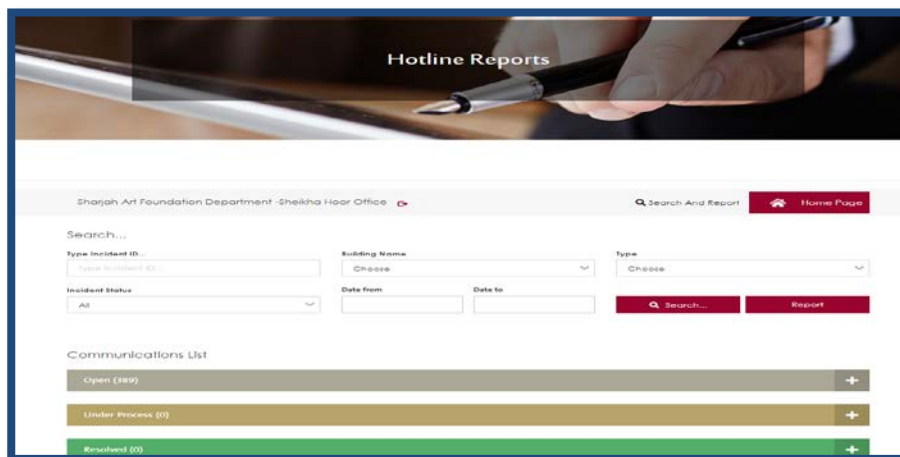
10. Please provide your satisfaction in regards the website service.

11. Incident is successfully sent.
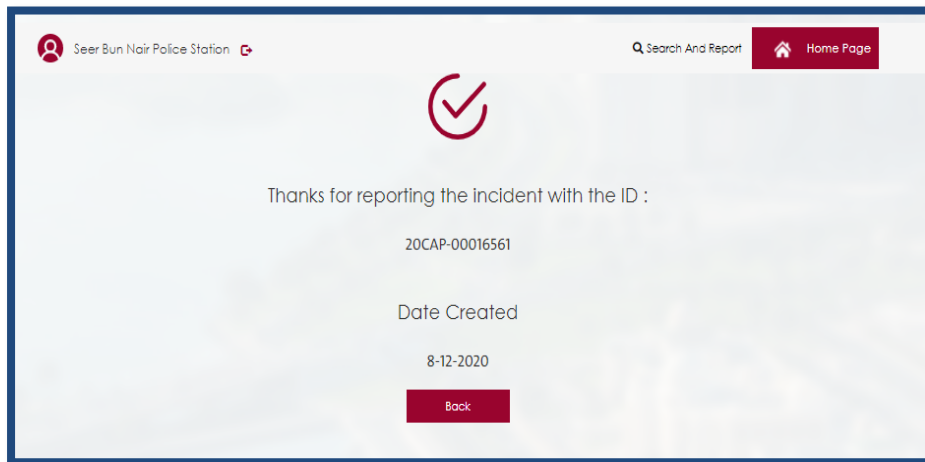
12. "Track incidents", is a page that shows all type of your incidents.

13. Please give your opinion in regards the service by clicking resolved then "give your opinion".

14. Choose yes or no in regards of your satisfaction on solving your incident,

if you choose "No" is chosen please justify the reason.

15. If you want to get a report of the incidents, Go to "Search and report" then specify your inputs and click "report".