## **Support Request Template for BD support**

All Support Requests and/or questions for NCIS applications should be emailed to <a href="mailto:cato\_support@bd.com">cato\_support@bd.com</a>.

If the Support Request is categorised as Critical please call **01 2023547**.

NCIS Office				
Select area within hospital		pital	Choose an item.	
Please enter details of <b>Super User</b> and <b>User</b> (required for communication on support issue)				
Super User details			User details	
Name :Click or tap here to enter text.			Name :Click or tap here to enter text.	
Role: Click or tap here to enter text.			Role: Click or tap here to enter text.	
Phone :Click or tap here to enter text.			Phone :Click or tap here to enter text.	
Email Click or tap here to enter text.			Email Click or tap here to enter text.	
Please provide high level details on the support request				
Please indicate <b>User Assigned</b> priority for support request.				
Priority 1:	ority 1:  NCIS unavailable <b>or</b> unusable, <b>or</b> , NCIS key functions cannot be completed, <b>or</b> NCIS is			
		severely limited in its usability with no alternative workaround available		
Priority 2		One or more NCIS key functions cannot be completed, or, NCIS is severely limited in its		
	usability with an alternative temporary workaround available			
Priority 3		A non-critical feature of NCIS is not operating correctly		
Priority 4		A non-operational feature (such as an administration function or a statistical report) is not		
		operating correctly.		
Priority 5		Users are inconvenienced by a problem but can continue to perform normal work with an alternative workaround.		
Please provide description of support request/error and of expected behavior. Please provide NCIS ID (if				
appropriate). <b>Note</b> : Do <u>not</u> include any patient identifying information)				
Click or tap here to enter text.				
Click or tap here to enter text.				
Click or tap here to enter text.				