Support Request Template for BD support

All Support Requests and/or questions for NCIS applications should be emailed to <u>cato_support@bd.com</u>.

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

			NCIS Office	
Select area within hospital			Choose an item.	
Please ente	er details	of Super User and User (req	uired for communication on support issue)	
Super User details Name :Click or tap here to enter text. Role: Click or tap here to enter text. Phone :Click or tap here to enter text. Email Click or tap here to enter text.			User details Name :Click or tap here to enter text. Role: Click or tap here to enter text. Phone :Click or tap here to enter text. Email Click or tap here to enter text.	
Please prov	ride high	level details on the support	request	
Please indi-	cate User	Assigned priority for suppo	rt request.	
Priority 1:		NCIS unavailable or unusable, or, NCIS key functions cannot be completed, or 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.		
A STATE OF THE PARTY OF THE PAR		ription of support request/e Do <u>not</u> include any patient is	rror and of expected behavior. Please provide NCIS ID (if dentifying information)	
- Click or tap	here to	entertext.		
-Click or tap	here to	enter text.		
Click or tap here to entertext.				

Help Desk Guide Template

Wayne Schlicht

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Table of Contents Help Desk Guide Template

- 1. Understanding the eBook Help Desk Guide Template
 - The Rise of Digital Reading Help Desk Guide Template
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Help Desk Guide Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Help Desk Guide Template
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Help Desk Guide Template
 - Personalized Recommendations
 - Help Desk Guide Template User Reviews and Ratings
 - Help Desk Guide Template and Bestseller Lists

- 5. Accessing Help Desk Guide Template Free and Paid eBooks
 - Help Desk Guide Template Public Domain eBooks
 - Help Desk Guide Template eBook Subscription Services
 - Help Desk Guide Template Budget-Friendly Options
- 6. Navigating Help Desk Guide Template eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Help Desk Guide Template Compatibility with Devices
 - Help Desk Guide Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Help Desk Guide Template
 - Highlighting and Note-Taking Help Desk Guide Template
 - Interactive Elements Help Desk Guide Template
- 8. Staying Engaged with Help Desk Guide Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Help Desk Guide Template
- 9. Balancing eBooks and Physical Books Help Desk Guide Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Help Desk Guide Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Help Desk Guide Template
 - Setting Reading Goals Help Desk Guide Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Help Desk Guide Template
 - Fact-Checking eBook Content of Help Desk Guide Template
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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