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)	
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Help Desk Guide Template

John Broughton

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