## Issue Description

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| --- |
| Issue-ID (Reference to Issue Tracking List in Excel or HP Quality Manager) |
| Test/Review-ID (Project, Event, Date, …) |
| **DATE**  | DD/MM/YYYY | **DEPARTMENT** | Department name |
| **ISSUED BY**  | Lastname Firstname | **APPLICATION** | Name/Version |
| **SOLUTION NEEDED**  | DD/MM/YYYY | **COMPONENT**  | Component name |

| **SUBJECT**  | Document, File, Window, Menu, Report, … |
| --- | --- |
| **APPENDICES REF**  | Document copy, Screen dump, Report, … |

| **URGENCY**  | **SEVERITY LEVEL** | **STATUS** |
| --- | --- | --- |
|  | **IMMEDIATE CORRECTION** |  | **BLOCKING (A)** |  | **NEW** |  | **SOLVED** |
|  | **NEXT GENERAL PATCH** |  | **MAJOR (B)** |  | **ANALYSED** |  | **VALIDATED** |
|  | **NEW VERSION** |  | **MINOR (C)** |  | **PENDING** |  | **REJECTED** |
|  |  |  |  |  | **FIX SCHEDULED** |  |  |

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| --- |
| ISSUE |
|  |
| SOLUTION |
|  |
| HANDLING Responsible |
| HANDLING | **PERSON NAME, Department** | DATE (D/M/Y) |
| **Issue Approved by** |  |  |
| **Issue Refused by** |  |  |
| **In solution production at** |  |  |
| **Issue Resolved by** |  |  |
| **Solution Accepted by** |  |  |
|  |  |  |