## 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** |  |  |
|  |  |  |