

USER ACCEPTANCE TESTING DEFECT REPORTING

A tracking number will be assigned to each defect. This tracking number will correspond to an item on the Defect/Enhancement Report and will be used when reporting the status of the reported issue

ORIGINATOR INFORMATION

Project/Release	
Date Reported	
User Name and ID	
Department/Agency/POI	
Telephone Number	
Email Address	
Agency POC	
Agency POC Telephone Number	
Date Issue/Problem Occurred	
Application(s)	
Urgency	

DETAILED DESCRIPTION OF THE ISSUE/PROBLEM INCLUDING THE ERROR MESSAGE (If applicable, attach screen capture/print)

IMPACT

RESOLUTION (To be completed by NFC personnel)

COMPLETED BY	RESOLUTION	TRACKING NUMBER