# Ticket 9999 – Ticket Name

Keep the title short and contain no punctuation or special characters.

|  |  |  |
| --- | --- | --- |
| Date Raised: | **29 May 2018** | Date the issue was raised (normally today) |
| Submitted By: | **????** | Name of the person raising the issue |
| Client | **????** | Name of the client this affects. If it is an internal issue then put DBG here. |
| Version (if applicable) | **????** |  |

This ticket covers a number of minor issues:

## Issue 1 – Put the issue title here

Put in the steps to reproduce the issue if necessary and the expected vs actual behaviour. Add comments and solution with initials.

|  |  |
| --- | --- |
| **Description** | **Screen Print** |
|  |  |
|  |  |

## Issue 2 – Put the issue title here

Put in the steps to reproduce the issue if necessary and the expected vs actual behaviour. Add comments and solution with initials.

|  |  |
| --- | --- |
| **Description** | **Screen Print** |
|  |  |
|  |  |

## History

Document all steps that are taken to resolve the issue

| **Date** e.g. 31 Dec | **Initials** e.g. AB | **Results / Observations / Comments**  Add a row for each interaction. Record Peer Review results, Tech Review results, QA Results etc. |
| --- | --- | --- |
|  |  | Issue Raised |
|  |  |  |

## Help

For help on completing this please see:

<https://files.thedatabase.net/Resources/Creating-Issue-Report-Form.pdf>

The latest version of this file can be downloaded from:

<https://files.thedatabase.net/Resources/DBGurus-Issue-Report-Form.dotx>