**How to Submit a DAS ticket**

There is no form to fill out when emailing DAS to Support@dasmsp.com

**I have created an example below. Copy and Paste this table below into an email addressed to DAS**

|  |  |
| --- | --- |
| Full Name -  |   |
| Site And Location  |   |
| Your Email address –  |   |
| Your Best Contact #   |   |
| When available to take a call –  | From To |
| Requesting for another user: Their Name |   |
| Their Email address:  |   |
| Computer Name – if known |   |
| Brief Summary of Request-  |   |
| Action taken on my part – |  I restarted the computer,  |
| Add a Screen Shot (photo) |   |
| Priority – Not urgent  |   |



**Include any pictures of the any errors**

|  |  |
| --- | --- |
| Full Name: | Jacqueline Giron  |
| Site And Location  | Shotwell Optometry |
| Email address: | jacgir@mnhc.org |
| Best Contact# | 415-451-4152 |
| When available to take a call: | 9 am to 12 pm 1 pm to 5 pm |
| Computer Name: | D12345 |
| Brief Summary: | When I launch EPIC, I get this strange error – see the photo attached.  |
| Action taken on my part: | I tried to restart the computer and I got the same error. |
| Screen Shot ( If applicable): | see attached |
| Priority:  | Not Urgent |