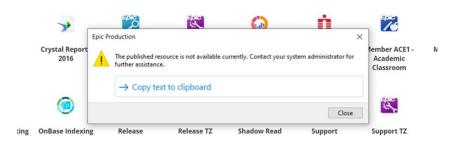


## How to Submit a DAS ticket

There is no form to fill out when emailing DAS to <u>Support@dasmsp.com</u> I have created an example below. This is only an example - try to fill in as much as possible

| 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                   |                           |

## <sup>I</sup> Welcome to the OCHIN Remote Portal



| 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   |