**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. This is only an example - try to fill in as much as possible.**

**Copy the Template below and then paste into your Email addressed to DAS**

|  |  |
| --- | --- |
| Full Name -  |   |
| Site And Location  |   |
| Your Email address –  |   |
| Your Best Contact #   |   |
| When available to take a call –  |  |
| 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, and the result was |
| Add a Screen Shot (photo) |   |
| Priority – Not urgent  |   |

**Did you try to Restart your computer??**

**Do you have a screenshot to ADD???**

