**How to Submit a DAS ticket**

There is no form to fill out when emailing DAS to [Support@dasmsp.com](mailto: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???**

A screenshot of a computer

Description automatically generated