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Error - Incident Report Form

Name:

Workstation:

Date:

Time:

List all applications open (including those minimised on task bar at time of error)

Incident/Error

___ Application Error: Gave error message, but continued working after clearing error

___ Application returning error: _____

___ Application Error: Application froze, but responded to Ctrl+Alt+Delete ->End Task

___ Application returning error: _____

___ Network Error: Please describe below.

___ General System Error or "Blue screen of death": Please describe below.

___ Disk Error (please specify, local C: or Network Drive)

___ Other: Please describe below.

Error Message /Details (Use print screen function and attach or write out error message in the space provided below. Use other side if you need more space)