

INCIDENT- Type of support	
Date & headline Please provide the date of this incident's initial submission and some basic headline keywords	
NAV partner Please provide the NAV Partner company name (including VOICE-ID if known), and add location/subsidiary information if applicable	
NAV partner consultant Please provide the partner's main consulting contact in charge for this incident	
Customer company Please provide company information (Name & location). Customer must be current on EP.	
Customer responsible Please provide main responsible contact (incl. role information) at customer site if applicable	
Additional Support services are billable. Invoice to:	
NAV / Workflow technical information	
NAV application version	Please provide screenshot of the NAV client version (see Figure 1) and add information about applied NAV (cumulative) update level
Workflow version	Please provide screenshot of the base Workflow setup page containing the Workflow version information (see Figure 2)
Workflow software changes. Please provide information if Workflow software (objects/functionality) was customized (if yes: please add responsible contact at partner/customer)	
Technical environment In case of a technical/infrastructure incident: Please provide basic information about the environment components (SQL-Server, NAS/NST-servers, clients): Windows version, SQL-version, system language, ports, NAV software build numbers, etc.	

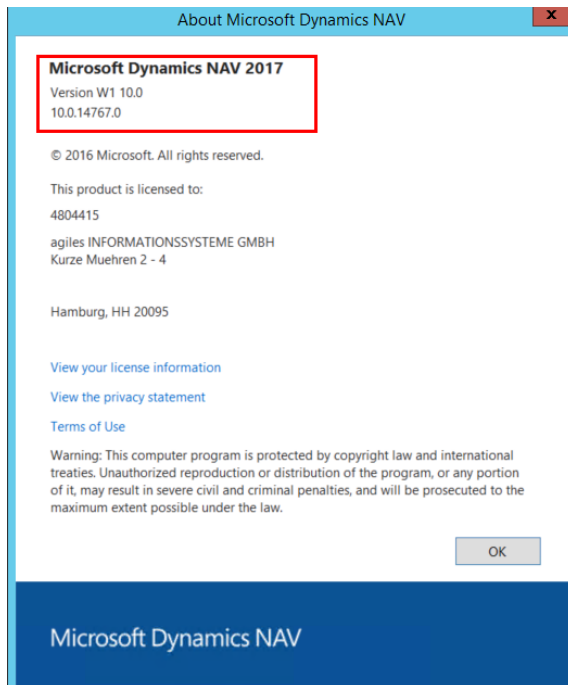
Description

Please provide...

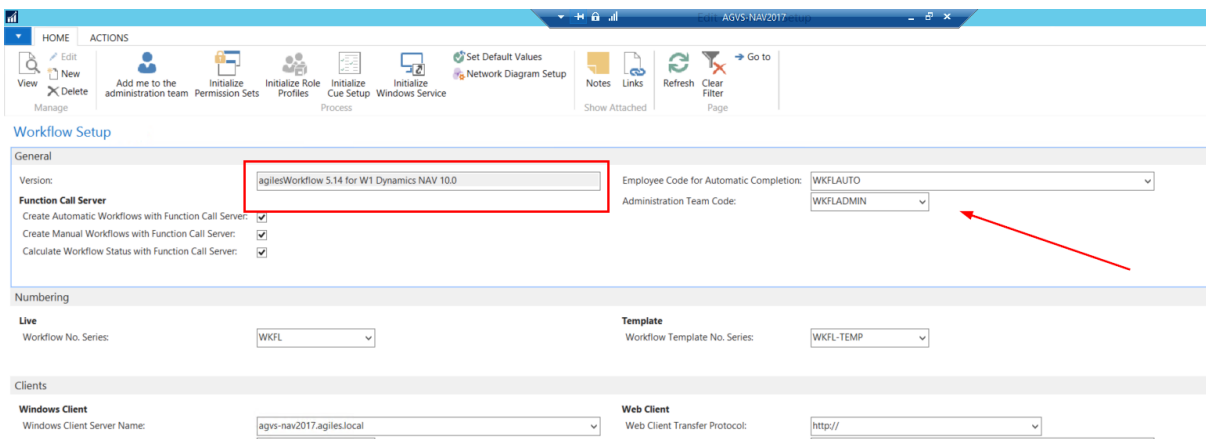
- Detailed description of the incident / request, it's consequences, severity,
- Expected behavior / result
- Steps to reproduce including screenshots of...
 - Involved structure templates (workflow, to-do group, to-do, conditions,)
 - Involved technical setup (teams, table joins, etc.)
 - Shown (error-)messages
- Any other helpful information

Figure 1

Screenshot example for NAV client application version (e.g. 2013, 2013 R2, 2016, 2017) with current build version and license ID (taken from menu option “About Microsoft Dynamics NAV”):

**Figure 2**

Screen-shot example for base Workflow **setup** page:



Please enlarge the page window so that the full content of the version field is visible!

