



Problem report / Change request

Problem number¹	Date
Brief description	

1: Format is: <country code><4 digit number> (ex: BB0001)

Postal admin. Name Phone Email	Operating system Web browser name Web browser version PDF reader version
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Type of report	Problem severity
Bug	Showstopper
Enhancement	Major
Request for information	Minor
	Nice to have

If the problem is showstopper, explain why:	
If no screen captures are attached, explain why:	

1. Problem description:

2. Description of the steps leading to the problem:

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