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| **LOWCODE CLIENT CHANGE REQUEST FORM****Note: Red ink areas are completed by PSI staff Black ink areas are completed by the requesting client agency** |
| **Report Date:** |  | **LowCode Version:** |  | **ECNS****Protocol Version:** |  | **Internal Reporter:** |  | **Log#** |  |
| **Date Received:** |  |
| **Software Area:** |  | **Exact Section:** |  |
| **Requesting Client Information:** | **Client Priority:** | **Change request type:*** Bug/ Software error report
* Change request to Software
* Change request to Interface
* Change request to Scripts
* Other\_
 |
| **Name:** |  | * High
* Routine
* Low
 |
| **Agency:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Detailed description of change or steps to reproduce error (consider attaching screenshots, data, research, workflow etc.):** |
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|  |
| * See Attached (Describe any attached or forwarded documents)
 |  |
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|  |
| **PSI Use Only** |  |
| **Request Type** | **Approval** |
| Universally Applicable or Custom Request | * Not Approved
* Approved as written
* Approved w/changes
 |
| **If Custom, Process Steps** | **Date/Initials** | **If Approved** |
| Client Acknowledged |  | * Client Billable Event
 | * Shared Development Cost
 |
| Scope & Cost Requested |  | * PDC Development Cost
 | * Regola Development Cost
 |
| Scope & Cost Received (attached) |  |  */* Approval Signature Date |
| Client Accepts Cost (attached) |  |
| **PSI Development Use Only** |  |
| **For Any Request Type** | **Date/Initials** | **PSI Use Only** |
| Date/Initials input in OTRS: |  | Accept & Close */\_* Acknowledging Signature Date |
| Expected Release Version: |  |
| Expected Release Date: |  |
| Actual Released Date: |  |

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