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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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