**Email completed form to:** ***procure@azdoa.gov***

**Subject line: PROCUREAZ UAT**

**What CAN an Agency do in ProcureAZ 12.5 UAT environment until Jan 29th when UAT Testing starts?**

-          Validating users, departments, addresses and locations

-          Validation/Creation of approval paths. *Exception: Accounting-segment based approval criteria, which require the Advantage account segment structure to be in place.*

**Please complete the form below, if you have issues or errors your Organization Administrator is not able to solve**. Kindly complete one form for each distinct issue. No issue is too trivial to report - small issues may hide larger issues. Please be as clear as possible - we need to be able to reproduce the issue before we can report it to the vendor.

| Date: | Click here to enter a date. |
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| Submitted by: | Click here to enter text. |
| Email Address: | Click here to enter text. |
| Phone Number: | Click here to enter text. |

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| Issue Title / Summary Overview | How would you describe the issue, in approximately 80 or fewer characters? |
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| Expected Results | What the application should have done, were the issue not present |
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| Actual Results | What the application did after performing the steps |
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| Steps to Reproduce | Please try to identify the specific steps that will allow us to recreate the issue. Please also include any special setup steps. |
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| Screenshots | A picture is worth a thousand words… if possible, please attach a screenshot of the issue. You can do this by hitting the “prt sc” key on your keyboard and pasting it in the space provide |
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| Additional Information | Any other useful information |
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