



EpiTrax Bug Tracker Ticket

Please fill this form out when you encounter an error in EpiTrax or the AVR that you believe to be a bug. Document as much information as you can and e-mail the form back to epitraxadmin@kdheks.gov by clicking the "Submit by E-mail" button at the top of this page. Instructions on sending screen shots are found at the bottom of this page. This will enable us to not only track the bugs, but ensure correct and timely reporting of bugs to our vendor. Thank you for your help.

Susan Dickman
EpiTrax Coordinator
785-296-7732

Date error/bug occurred Time error/bug occurred

User Name Agency

*Internet browser being used

- Working in EpiTrax
- Working in AVR

*To identify the version of browser you are using, in the browser, click on "Help" and click "About (browser)"

If the bug is due to system slowness, indicate approximate time start and time end. (i.e., length of time for a page to save) Time Start Time End

What were you doing when the error occurred? (please be as concise as possible)

ATTENTION

A screen shot of the error including the web site address (this is the https: address at the top of your screen) is needed. The more information we have on the error/bug, the better. **Please do not send identifying patient information via e-mail.** Here are directions on sending a screen shot with identifying information removed:

1. To create a screen shot, hold the "Ctrl" key down and click the "Prt Scr" key (usually found at the top right side of the keyboard.)
2. Open MS Paint (go to "Start," "All Programs," "Accessories," "Paint.")
3. Paste the screen shot into MS Paint and use the eraser tool to erase identifying patient information on the screen shot. Click "Save As," and save the picture as a .png file.
4. You can either copy the picture into an e-mail or send it as an attachment to epitraxadmin@kdheks.gov