

# Organization Name:

## Outage/Problem report

Date/Time	
Location:	<i>Where did the problem occur(Which PC/Server)?</i>

Problem Description:	<i>Describe the problem in detail.</i>
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Timeline:	<i>Describe the timeline of events.</i>
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Resolution Steps/Process:	<i>List the steps taken to resolve the issue.</i>
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Other info:	<i>List additional details as needed.</i>
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Completed by:	
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