NorthStar Order Entry Feature Request

Describe the business requirements of your request in specific detail.

* Include screenshots, sketches or workflows to support the request.
* Please be clear, specific and complete in describing the scope of work requested.

**Please note**: Requests that are vague or that lack necessary detail cannot be considered.

|  |  |
| --- | --- |
| **Company name** |       |
| **Contact name** |       |
| **Contact phone number** |       |
| **Contact e-mail address** |       |
| **Priority:** Please rate the importance of this request to your business operations.[ ]  **Not critical** [ ]  **Somewhat critical**  [ ]  **Critical**  [ ]  **Emergency**  |
| **Area of request** [ ]  ECM [ ]  Order Entry (iOS) [ ]  Order Entry (Windows)  [ ]  Reporting [ ]  Online Ordering [ ]  API [ ] Integrations |

FEATURE REQUESTED

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| **SUMMARY OF REQUEST**Briefly describe the request in one or two sentences.      |
| **BUSINESS PROBLEM/IMPROVEMENT**Describe the business problem this feature request is intended to address. How will this impact or improve your business operations?      |
| **CURRENT PROCESS**How do you currently address this issue? What actions do you take?      |
| **TO-BE PROCESS**Provide details of feature requested. Include actions, workflow or other specific requirements. |
| Acceptance CriteriaSpecify the acceptance criteria that the feature must meet for acceptance into a production release (e.g., Field must be editable, System prompts an alert message when …, etc.).  Reply only to those areas applicable to the request. (Not all areas may apply.)

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| **ECM** |       |
| **Application** |       |
| **Reporting**  |       |
| **API** |       |
| **Integration**  |       |

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| **IMAGES**Please attach images, sketches or diagrams to support the description of the request. Attach screenshots below. |

**DO NOT COMPLETE ANYTHING BELOW THIS LINE – CBS INTERNAL USE ONLY.**

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| **Effort** |       |
| **Timeline** |       |
| **Developer** |       |
| **Cost** |  | **Rush Fee** |  |