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.

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| --- | --- |
| **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 Criteria Specify 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.)   |  |  | | --- | --- | | **ECM** |  | | **Application** |  | | **Reporting** |  | | **API** |  | | **Integration** |  | |
| **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** |  |