

[company logo]
[company name]

INCIDENT RECORD

[company logo]
[company name]

Region	Market	Product	Sales (USD)
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000
I	I	I	1000000

[company logo]
[company name]

[Company Logo]	[Company Name]	
[Category]	[Status]	[Action]
[Item 1]	In Progress	Send to replacement.
[Item 2]	Closed	[Action]
[Item 3]		[Action]
[Item 4]		[Action]
[Item 5]		[Action]
[Item 6]		[Action]
[Item 7]		[Action]
[Item 8]		[Action]
[Item 9]		[Action]
[Item 10]		[Action]
[Item 11]		[Action]
[Item 12]		[Action]
[Item 13]		[Action]
[Item 14]		[Action]
[Item 15]		[Action]
[Item 16]		[Action]
[Item 17]		[Action]
[Item 18]		[Action]
[Item 19]		[Action]
[Item 20]		[Action]
[Item 21]		[Action]
[Item 22]		[Action]
[Item 23]		[Action]
[Item 24]		[Action]
[Item 25]		[Action]
[Item 26]		[Action]
[Item 27]		[Action]
[Item 28]		[Action]
[Item 29]		[Action]
[Item 30]		[Action]
[Item 31]		[Action]
[Item 32]		[Action]
[Item 33]		[Action]
[Item 34]		[Action]
[Item 35]		[Action]
[Item 36]		[Action]
[Item 37]		[Action]
[Item 38]		[Action]

Usage instructions
<p>An incident can contain one or more rows. If you record every step in finding a resolution (which is highly advisable) of an incident, use a new row for every entry (after the first row if it is the last incident in a list, or insert a new row at the bottom of the incident you are working on).</p>
<p>The "Incident Record" worksheet uses data in columns A, C, M, N, O, and W. Source data for this are in worksheet "Input Data." Enter your own data in worksheet "Input data" to be able to use them in the "Incident Record" worksheet. Therefore, it is important to start a new incident by copying the last incident (i.e., first row of last incident) so that data and respective sources are available.</p>
<p>Inventory Data Date and Time: use "Ctrl+space" when the value 0000 is "00000000000000000000" the value 0000 has combination. In such case, date inventory will be entered.</p>
<p>Impact/Urgency: Urgency, i.e., impact of an incident use "Data validation" function to change if needed. Explanation of grades is usually defined in SLA.</p>
<p>Priority - cell is automatically calculated (Impact+Urgency-1)</p>

Don't delete this worksheet!

Origin	User details		
Phone	Last name, Name 1	Location 1 / Room 99/ Department a	123456
Email	Last name, Name 2	Location 1 / Room 98/ Department a	123457
Fax	Last name, Name 3	Location 1 / Room 97/ Department c	123458
Event	Last name, Name 4	Location 1 / Room 96/ Department a	123459
	Last name, Name 5	Location 1 / Room 95/ Department b	123460
	Last name, Name 6	Location 1 / Room 95/ Department b	123461
	Last name, Name 7	Location 1 / Room 95/ Department b	123462
	Last name, Name 8	Location 1 / Room 95/ Department b	123463
	Last name, Name 9	Location 2 / Room 94/ Department ab	123464
	Last name, Name 10	Location 2 / Room 93/ Department abc	123465

input in various fields. Adapt it to your own

ID No	User Equipment ID	Student Classification
email@example.com email@example.com email@example.com	Dell V130 HP 650 HP Z1200 Samsung Note 1 Apple iPhone HP LaserJet 100	Student Hardware Design Student Hardware Server Student Hardware Storage Student Software Productivity Student Software ERP Student Service Desk

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