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| **SYSTEM & PRODUCER INFORMATION ABOUT THE INCIDENT** | | | | | |
| Cover-All System: | **** Classic | | **** Nex Gen | | |
| System Environment: | **** TEST | **** MODEL | | PRODUCTION | **** ALL |
| Producer Code: | See attachment instructions | | | | |
| Producer Name: | Not applicable | | | | |

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| **INFORMATION ABOUT THE INCIDENT** | |
| User ID/User Name of Requestor: | Kathleen Ott |
| Error Message Received (Provide screen shot if applicable) | n/a |
| Policy / Quote #: | n/a |
| Insured Name: | n/a |
| Control Date: | 11-15-18 |
| Transaction / Policy Effective Date: | n/a |
| Transaction Type: (Quote, Policy, QFR, Renewal, Endorsement, Audit) | HPQC initial request –add new endorsements and rules to NEXGEN for the Ski Program |
| Issue that you are experiencing (Please provide detailed information if possible) | REQUEST TO OPEN AN HPQC WORK ITEM. Advise the HPQC # when assigned. |
| Process and screen where it happened: | n/a |
| Premium involved with transaction: | n/a |