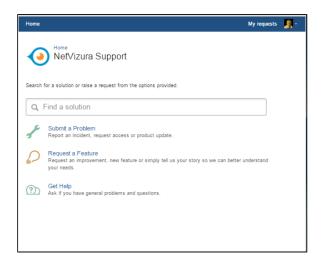
# **Submit a Request**

# **Contact Us**

If you need to report a problem, request a new feature or ask for help, you can contact NetVizura team in two ways: submit a customer request on our Support portal or email us.

#### 1. Customer Portal

Go to web page http://jira.netvizura.com/servicedesk/customer/portal/1 and login to your account



Here you can see previous request tickets, their statuses and correspondence. You will get notified on status changes and NetVizura team replies via email.

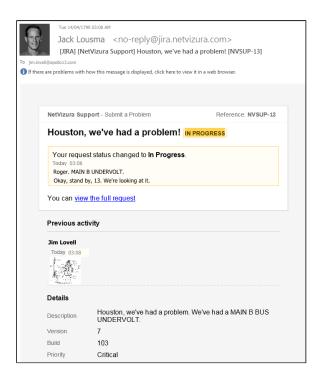
- f you don not have an account:
  - a. Send initial email to support@netvizura.com
  - b. You will receive automatic reply with the link to the portal page
  - c. Enter password to complete registration and enter your account

## 2. Email

Send an email to <a href="mailto:support@netvizura.com">support@netvizura.com</a>. This will automatically open a ticket on our Customer Portal. After support agent reviews your request, you will receive notification reply that support ticket is in progress.

### On this page:

- Contact Us
  - Customer Portal
  - o Email
- Submit a Problem



You can continue to reply via email (ticket will be updated automatically) or start using the Customer Portal.



Please do not change the Subject line (eg. "[JIRA] (NetVizura Support) Houston, we've had a problem! |NVSUP13] "). This will ensure that all relevant information (emails, comments etc.) are synchronized with the ticket on our Customer Portal.

# **Submit a Problem**

Before submitting a problem, please try to find a solution in the search box provided at http://jira.netvizura.com/servicedesk/customer/portal/1.

If none of the provided resources help, we kindly ask you to send necessary information so that we can quickly analyze, diagnose and provide solution to your problem:

- 1. Summary and Description of problem
- 2. Version and Build of the application (About in the upper right corner of the applicaiton)
- 3. Screenshot of the problem
- 4. /var/log/tomcat6(7) ( whole directory, not just the last file)
- 5. System tab > Performance, Flow screenshots (if problem is performance related)
- Environment
  - a. HW: CPU, RAM, HDD (if problem is performance related)
  - b. SW: OS, Java, PostgreSQL, Tomcat, browser (if problem is dependence related)
- 7. Priority (optionally)

Example:

