#### Form for Users of the KCDB web to Notify Anomalies or Request Modification of Software of the KCDB web

# Purpose

This form is aimed for users of the KCDB web platform to forward an experienced anomaly or to request a modification of the present software.

# How to use this form

* 1. If you have several issues, please use a separate form for each issue.
	2. Indicate in the check box if you wish to notify an anomaly or to request a modification of the present software.
	3. Indicate your complete name, role, institute, e-mail address and the date of your request.
	4. For an anomaly:
		1. Write a clear description of the behavior that you observe. Provide screen-shots if applicable, or a link to a screen recording.
		2. Describe how to reproduce the anomaly.
		3. Describe what you would expect. Again, you may provide illustrations.
	5. For request of modification of software:
		1. If applicable, make a clear verbal description of the behavior that you observe that you wish to modify. Provide screen-shots if applicable, or a link to a screen recording.
		2. Make a clear description of what you expect from the modification. Again, you may provide illustrations.
	6. Send the form in attachment via e-mail addressed to BIPM.KCDB@bipm.org .

# Treatment of request

* 1. The KCDB Office will confirm the reception of the request as soon as possible.
	2. Requests will be considered within short notice and as soon as possible.
	3. Requests for corrective actions will be treated according to a dedicated procedure (to be defined).
	4. Request for modifications will be considered depending on their impact for a wider community.

# Form

[ ]  Notification of anomaly DATE:  Indicate date

[ ]  Request for modification

Name : Full name

Role : Position.

Institute : Institute.

e-mail : e-mail address

**Please indicate your request below.**

*You may provide links to screen recordings and add illustrations. You may use as many pages as needed.*

Address to BIPM.KCDB@bipm.org

# Revision History

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| --- | --- | --- | --- |
| Version number | Date of Issue/Review | Author | Modifications / comments |
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