# Issues

When submitting a new issue or feature request, please follow these steps:

1. Visit http://open.med.harvard.edu/jira/browse/SCRUBBER
2. Click 'create new issue' in the top navigation
3. Required fields:
    a. **Summary**: Give a brief high level summary of your issue or request.
    b. **Affects Version**: Select the version of Scrubber that you are running.
    c. **Environment**: Please let us know what kind of environment you are working in. For example, operating system, version of Scrubber, version of java, etc...
    d. **Description**: Here is where you get to give us a detailed description of your issue or request. For issues, PLEASE include steps to reproduce the problem.
    e. **Attachment**: A picture is worth a thousand words. If you have a supporting document or a screen shot of an issue, please include it here.
4. Click the 'create' button at the bottom of the screen and the development team will be notified of your request.