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| **Form submitted by:** | **Date entered:** |
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| **Modified By:** | **Date modified:** |
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| **Naming Convention of this file:** |
| PRF - <Application Vendor Name> <Application Name> <Application Version> (AP#) – YYYYMMDD.docx |
| **E.g.** PRF - DB2 Content Manager Enterprise Client for Windows (AP00858) - 20140115.docx |

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| **1** | **General Information** | | | | |
| **1.1** | Application **name** |  | | | |
| **1.2** | Application **version** |  | | | |
| **1.3** | Application **vendor** name | Livewire Communications | | In-house Application x | |
| **1.4** | Is the application 32-bit only, 64-bit only, or is it compatible with both? | 32-bit only ☐ | 64-bit only ☐ | | Both x |
| **1.5** | Size of the installation media (MB) |  | | | |
| **1.6** | Does this application require a physical machine for packaging and testing? (VM is the default) | Yes ☐ No x | | | |
| **1.7** | Existing AP number (AP#####) |  | | | |
| **1.8** | WRF number |  | | | |

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| **2** | **Application Owner Details** | |
| **2.1** | Name | Livewire Communications Inc. |
| **2.2** | E-mail address | jparsons@livewireinc.com |
| **2.3** | Phone Number | (416)987-4500 |
| **2.4** | Department/LOB |  |

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| **3** | **License Details** | |
| **3.1** | Licensing type | Not Required x Per User/Machine ☐  Global License ☐ Other ☐ |
| If Other, please provide details: |
|  |
| **3.2** | Include license in package/sequence? | Yes ☐ No x |

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| **4** | **Software Dependencies** | | | |
| **4.1** | Please list any dependent/prerequisite applications required for the installation of this software. Provide list in order of installation. | Name: | Version: | AP# (If exists): |
| Microsoft Outlook | 2010 |  |
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| **5** | **Installation Source Information** | |
| **5.1** | Executable Source Name | N/A |
| **5.2** | Source Location | N/A |

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| **6** | **Installation Documentation** | | | |
| **6.1** | Please provide complete installation instructions, **with screenshots**, either here or in an attached word document.  **\*required\*** | **General Rules:**  Do NOT install application or other files on the root of C:\. Install 32-bit application to C:\Program Files (x86). Install 64-bit application to C:\Program Files. Install application configuration and user setup files to C:\ProgramData. Install user settings to %APPDATA% or %LOCALAPPDATA%. | | |
| <Insert step-by-step instructions that you would enter during a manual install. Also, include any instructions needed post-installation (registration, etc.). You may include a word document instead.> | | |
| **6.2** | Install verification | N/A | | |
| **6.3** | Package type | x | New Package (not currently packaged) | |
| ☐ | New Version (major version change) | |
| ☐ | New Version (minor version change) | |
| ☐ | Coexistence (Multiple coexistent versions, if required by different LOBs) | |
| **6.4** | Shortcut information | Shortcut name: | | N/A |
| Shortcut location: | | N/A |
| Target path: | | N/A |
| Icon: | | N/A |
| Additional information (E.g. parameters): | | N/A |

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| **7** | **Additional User Configuration Information** | |
| **7.1** | Pre-installation configuration | N/A |
| **7.2** | Post-installation configuration | N/A |
| **7.3** | Required active directory group configuration | N/A |

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| **8** | **Comments** | |
| **8.1** | Additional comments | N/A |