|  |
| --- |
| Sogeti Smart Workspace Packaging Intake Form  APPLICATION-ID:  ApplicationName:  APPLICATIONVersion:  ApplicationLanguage:  if different:  Vendor:  intakeDate:  iNTAKEVERSIon: 1.0 |

# ApprovAL

Approved Technical application administrator:

**Status after last technical intake   
   
 Green:**   **Yellow:**   **Red:**   
  
**Green**: The application administrator confirmed the application is installed properly and caused no problems during the short technical test on a client.  
**Yellow**: It is not yet clear if the application functions properly on the client. The application administrator or project need to take action to solve the problem(s), for example contact the vendor. The action(s) that need to be taken are stated below.  
**Red**: The application doesn’t work on the client. The application administrator buy’s a new version, doesn’t use the application anymore or takes another decision. The decision made and action(s) planned by the application administrator is stated below.

**Comment:**        
  
**Description taken software:**        
  
**Description taken hardware:**     

*By signing this document the application administrator confirms the result of this intake. This document will be used for report and administrative purposes only.*

***Signature Technical Application administrator:***

***Date:***

Approved Functional application administrator

**Status after last intake   
   
 Green:**   **Yellow:**   **Red:**   
  
**Green**: The application administrator confirmed the application is installed properly and caused no problems during the short technical test on a client.  
**Yellow**: It is not yet clear if the application functions properly on the client. The application administrator or project need to take action to solve the problem(s), for example contact the vendor. The action(s) that need to be taken are stated below.  
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**Comment:**        
  
**Description taken software:**        
  
**Description taken hardware:**     

*By signing this document the application administrator confirms the result of this intake. This document will be used for report and administrative purposes only.*

***Signature Technical Application administrator:***

***Date:***

# Organisation

In this chapter all organizational and personal information will be documented.

|  |  |
| --- | --- |
| **Data Organisation** | |
| Organisation: | **Sogeti Smart Workspace** |
| Target deployment: | Common layer / Layer 1  Other:  Group (department/country/etc) |

|  |  |
| --- | --- |
| **Data Functional Application administrator** | |
| Name: |  |
| Departement: |  |
| Phone number: |  |
| Celluar number: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Data Technical Application administrator** | |
| Name: |  |
| Department: |  |
| Phone number: |  |
| Celluar number: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Data Intaker** | |
| Name: |  |
| Phone number: |  |
| Cellular number: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Additional Contact information** | |
| Tester (if not by FA)  Name:  Phone number: |  |
| Vendor  Name:  Phone number: |  |

# Application AND PACKAGE

In this chapter all application data will be documented.

|  |  |
| --- | --- |
| **Application information** | |
| Application name |  |
| Application version |  |
| Application language | , if else: |
| Description | What is the function of the application? |
| Vendor |  |
| Type application | Shortcut (application on network)  Client installation (standalone)  Client installation with data on the network (fileshare needed)  Client/server (server needed)  External Application  Web based |
| Classification | Simple  Average  Complex |
| Organisation critical | Yes  No  Remarks: |
| Status | New Package  Update of existing package  Application code:       Application name:  Old version expires  Old version keeps existing  Package is an upgrade on existing package  Package needs to be installed next to old  one  (If old version expires this applies to all departments)  remarks: |
| **Delivery software sources** | |
| How is the installation software supplied | DVD Number:  Download URL:  FTP >> |
| **Licence information** | |
| Licence needed | Yes  No |
| How supplied | manual  Server Fingerprint  Card reader  N/A |
| Assigned to ip address | No,  Yes, |
| Licencecode | N/A |
| **Security** | |
| Application group |  |

|  |  |
| --- | --- |
| **Installation Information** | |
| What is the size of the installation on Hard disk | 0 to 20 MB  300 To 1 GB  20 To 100 MB  Else >>  100 To 300 MB |
| Differences for laptop | No  Yes >> |
| Differences for specific usergroups | No  Yes, groups |
| **Update information** | |
| Updates expected | Yes  No |
| Next 3 fields only when updates are expected | |
| How often will an update be available | Daily  Weekly  Monthly  Per trimester  Per year  Else >> |
| Roll out mechanism for update | Push from server  Pull from client  Manual  Else >> |
| Appointment | New intake  Else >> |
| **Package Information** | |
| Preferred package type | MSI package  MSIX package  App-V Sequence  Unattended installation  Else >> |
| Package Category | New package based on vendor source  MSI Conversion to MSIX or App-V  Minor Change on source package (same package type is delivered) |

## Guidelines

|  |  |
| --- | --- |
| Does the software meet the general guidelines | |
| Yes | No, because: |

# Dependencies

In this chapter the dependencies will be documented. This can be applications, hardware, operating system, network services and others.

## Software, hardware and OS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Software Dependencies** | | | | |
| Are there applications needed to successfully install this application | Application code:  N/A | Complete application name: | | |
| Are there applications needed to successfully run this program | Application code:  N/A | Complete application name: | | |
| Relation with other application(s) (No package) | N/A | | | |
| **Hardware Dependencies** | | | | |
| Special hardware needed (dongle etc.) | No  Yes >>  Available at:  Phone: | | | |
| Drivers needed | No  Yes >> | | | |
| Minimal system requirements if client not satisfy to this | N/A | | | |
| **OS Dependencies** | | | | |
| Target OS | Windows 10  Windows 2016 RDS  Windows 2019 RDS | | 32 bits | 64 bits  64 bits  64 bits |
| OS requirements if these deviate from the standard workspace | N/A | | | |

## Network paths and data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Drive mappings** | | | | | | | |
| Driveletter: | \\Server\Share | | | Data path: | | | Contact person |
|  |  | | |  | | |  |
|  |  | | |  | | |  |
|  |  | | |  | | |  |
|  |  | | |  | | |  |
| N/A |  | | |  | | |  |
| **UNC paths** | | | | | | | |
| \\server\share: | | Data path: | | | Contact person | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
|  | |  | | |  | | |
| N/A | |  | | |  | | |
|  | |  | | | | | |
| **Servers (as400, oracle, sql, etc.) / Business systems** | | | | | | | |
| Name: | | | Type/goal: | | | Contact person | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | |  | | |  | |
| N/A | | |  | | |  | |

|  |  |  |
| --- | --- | --- |
| **Firewall settings** | | |
| Target: | Port(s): | Contact person |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Additional permissions** | | |
| Data path: | Permissions: | With Groupmembership: |
|  |  |  |
| N/A |  |  |
| **Accounts** | | |
|  |  |  |
| N/A |  |  |

# Installation procedure

In this chapter the installation procedure will be described. In the paragraphs below the installation procedure will be documented step by step with the parameters in place. Add screenshots.

## Pre installation actions

|  |  |
| --- | --- |
|  | <Steps before running the setup> |
|  |  |
|  |  |

## Installation

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## Post installation actions

|  |  |
| --- | --- |
|  | <Configuration> |
|  |  |
|  |  |

# Shortcuts

In this chapter the shortcuts will be described that need to be available after installation.

## Start menu

The following shortcuts will be placed in the start menu:

<Location, name, and screenshot>

|  |  |
| --- | --- |
| Location (Folder):  Start\programs |  |
|  | Target:  Start in: |

## The following shortcuts will be available in the application portal:

|  |  |
| --- | --- |
| Location (Folder):  Start\programs |  |
|  | Target:  Start in: |

## Other

Desktop items and quick launch buttons will be removed.

# installation Check

Indicate in this chapter, including screen dumps, how can be checked if the application is correctly installed and functions well. Note for the intaker: Sometimes it is useful to ask test files which can be opened.

## General

|  |  |
| --- | --- |
| **Test Information** | |
| May the application be started for an application test? | No  Yes |
| Is logging on to the application permitted for an application test? | No  Yes  N/A |
| Is a membership of the applicationgroup enough? | No  Yes  N/A |
| Does the test account need to be member of a specific group? | No  Yes >> |
| Are there specific properties for the test account? | No  Yes >> |
| Is there testware available? | No  Yes >> |
| Is there a test document available? (Place it with the sources) | No  Yes >> |
| Is there a test environment available? | No  Yes >> |

## Technical test description

Describe in this paragraph how can be checked if the application is installed correctly and functions well. (These are the actions that can and may be executed during the script process.):

< At least one picture of the screen after the start of each shortcut >

< These actions need to be taken during intake. Place screenshots in this document >

**This must be always filled out**

|  |  |
| --- | --- |
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## Result after opening test document (if present):

< Testplan should contain at least the following: start, open or create a document, copy/paste, print, help en help about. Beside this minimal check the testplan should touch the daily based activities and important cyclical activities.>

|  |  |
| --- | --- |
|  |  |
|  |  |

## Additional functional testspecifications

In this paragraph, describe which tests are to be carried out by the functional administrator or suitable tester, in supplement on the technical test specifications.

<Contains all test specifications as provided by the functional administrator>

|  |  |
| --- | --- |
|  |  |
|  |  |

# CUSTOMIZING, additives aNd remarks

In this chapter there is space to document all things that are worth telling and where is no room for in the past chapters.

Known rights for the clients:

|  |  |  |
| --- | --- | --- |
| **Needed rights filelevel** | | |
| Folder/File: | Rights: | Group: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| N/A |  |  |
| **Needed rights register** | | |
| Registry key: | Rights: | Group: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| N/A |  |  |

|  |  |
| --- | --- |
| Other |  |
| Loginscript: |  |
| Files on homedrive: |  |
| Policy’s |  |
| Other |  |
| N/A |  |

**Attachments:**

…