## Prelim Pages

Version Control /Approval etc

## Introduction

Maintenance of code is a planned activity requiring a business reason underpinning the need for the maintenance. It is recommended that software is subject to configuration controls and reviews by users and the maintainer to ensure the changes have minimal risk and impact on the existing code.

## Maintenance Areas

This maintenance manual is divided into the following sub-groups:

* Ribbon Maintenance
* Code Maintenance
* Form Maintenance

These have been split into sub-chapters for the purpose of simplicity and to focus on specific areas in the spreadsheet.

* Chapter 7a - Ribbon Maintenance covers the tools and techniques for maintaining the ribbon custom UI and the related code.
* Chapter 7b - Code Maintenance looks at the functions and advises on maintenance issues if changes are made.
* Chapter 7c - Form Maintenance covers specifics in the custom forms and how to take advantage of object automation in the form where applicable.

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