## Prelim Pages

Version Control /Approval etc.

## Introduction

The spreadsheet is only a mean to an end, it is replaceable with coded solutions in other tools and the potential is always there to update or replace the tools in use.

It is paramount to the long term use of this tool and its replacements that business needs are clearly linked to the changes required for maintenance to be successful.

## Target Audience

This document assumes the maintainer is familiar with Microsoft excel programming and competent with accessing cells in a target worksheet or file based system. Maintainers who are not familiar should research or do courses to become familiar with this subject before undertaking coding.

Code in the UserForms specifically assist with use of the custom forms used in the excel solution.

## Recommended practices

It is recommended to follow SDLC practices when preparing to undertake any maintenance by:

* Review the documented BRD in Chapter 2 in this technical manual.
* Scope the proposed business case for an update for appropriateness, applicability and feasibility. Confirm what functionality the change will impact on and what code must be changed to implement the proposed change.
* Save the old code externally from the VBA project before making changes.
* Test the changes for completeness and ensure changes do not adversely affect other actions.

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