

# Application Management System

## Applications Update

IT Managers must proactively keep the applications data up to date. The system will log the last update date/time for application record.

Some fields will be only selectable by drop down list

## Automated update requests

To enforce updates at the end of each quarter the system will create a SNOW ticket (Incident), assigned to the IT manager, for any record which has a last updated date of greater than 90 days.

On receipt of the ticket the IT manager would access the record and either update to the current information and save or click on the “Info is current” button which will update the last updated field to the current date/time

## Reporting

IT associates to be able to see number of outdated Applications in a report

## Maintenance

IT Admins will have access to be able to make the following changes

- Rename Application type
- Add a new application type

There will be a type Other in the system types. If any user selects this Other type, a freeform text field ‘Other’ should be displayed. If the user is IT Admin (group), the value entered in the Other will be automatically created in the System types table.