

***Release Request***

# Request Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Release Type | Internal |  | | Full / Partial |
| Client |  | | Test/Live |
| Request Date | |  | | |
| Requested by | |  | | |
| Date/Time for build | |  | | |
| Version No. / Type | |  | Full / Partial | |
| Current Version No. | Internal |  | | |
| Client – Test |  | | |
| Client – Live |  | | |
| Auto Updates | | Yes/No | | |
| External ForeTV Service | | Yes / No  Details: | | |
| Content:  Latest Code / Job Ref. | |  | | |
| Issues/Concerns/Actions | |  | | |

# Release Confirmation Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Time Completed | |  | |
| Completed by: | |  | |
| Version No. | |  | |
| Download Location & File Name | |  | |
| Scripts Run | Internal | Cardiff: Yes/No | KL: Yes/No |
| Client | Yes/No | |
| Script Issues | | Cardiff: Yes/No  Details: | KL: Yes/No  Details: |
| Code Conflicts | Resolved | Auto / Manual  Change set numbers & Job Ref ID :- | |
| Unresolved | Change set numbers & Job Ref ID :- | |
| Auto Updates On | Internal | Cardiff: Yes/No | KL: Yes/No |
| Client | Yes/No | |
| Application Access Tested | Internal | Cardiff: Yes/No | KL: Yes/No |
| Client | Yes/No | |
| Internal Location & File Name | |  | |
| Internal Spreadsheet Updated | |  | |
| Issues/Concerns/Actions | |  | |