

Process to request Default Config Change

The step process for making subsequent updates to config until the Config Screens are ready:

1. Current version of Config Sheet baselined and locked i.e. Mastersheet
2. Users download Config Change Sheet and update with desired change
3. Users attach completed Config Change Sheet to ServiceNow ticket
4. Support Team will copy change from the Config Sheet to Mastersheet and save as new version
5. Backend Team will import changes

Following our migration from Google to Sharepoint Onedrive, please find below updated links to Config Management sheets for System Orders

- Video Edit Config Sheet https://warnermedia-my.sharepoint.com/:x:/g/personal/toluleke_laguda_wbdcontractor_com/EeCHtL5xeWNLIISmaL79IUAB0yd-HF36KV8ol3UayWRkLA
- Video Edit Config CHANGE Sheet https://warnermedia-my.sharepoint.com/:x:/g/personal/toluleke_laguda_wbdcontractor_com/EQwszwkAQqFmslUH0qenzG4B9twseP92UCUnJh9etPqIqg
- Languaging Config Sheet https://warnermedia-my.sharepoint.com/:x:/g/personal/toluleke_laguda_wbdcontractor_com/EXRLCpzjJbBAkMfyUQCAhSoBFypk0F3DccMPzBGfcw74uQ
- Languaging Config CHANGE Sheet https://warnermedia-my.sharepoint.com/:x:/g/personal/toluleke_laguda_wbdcontractor_com/EfKi9XYgREdBv6GuLrrz9Z8BaRqhEUb1m4K3kdxAay-vWQ