|  |  |
| --- | --- |
| **Reference to CR Number** | CR845 - To fix acknowledgement letter reference number which printed as TOE instead of EP. |
| **Application / Product Version Number** | Expats System |
| **Released Items For**  **Xq** Bugs Fixes  **q** Operational Activity  **q** New System Implementation  **q** System Enhancement / New Feature Module  **Xq** Content Update / Data Patches  **q** Infrastructure Changes  **q** Technology Maintenance & Updates  **q** System and Data Security | This request is to fix the current bug on the acknowledgement letter template. The user complains the letter template reference number is showing TOE instead of EP.   BU has request to fix the acknowledgement letter template. |
| **Patch** |  |  |
| **Release items number marked as not a bug** |  |  |
| **Released for (Server name & IP)** | **APP**: exp-app01-pl (192.168.22.27) **DB :** exp-rdy01-pl (rm-zf8agpp6i1zo66j1j.mysql.kualalumpur.rds.aliyuncs.com) |  |
| **Attachments (If applicable)** |  |  |
| **Test Results (If applicable)** |  |  |
| **List of unresolved issues (if any)** |  |  |
| **Defects Spreadsheet with Root Caused Analysis (If applicable)** |  |  |
| **Impacted Item in case of Regression** |  |  |
| **Remarks, if any** |  |  |
| **Step to deploy** | |  |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Item** | **Date & Time** | **Server** | **Activities / Steps** | **Action By** | **Status** | | 1 | 2024-01-11 | exp-rdy01-pl (rm-zf8agpp6i1zo66j1j.mysql.kualalumpur.rds.aliyuncs.com) | Backup the ExPats data in Production | Automated by Cloud Ali | Complete | | 2 | 2024-01-11 | exp-app01-pl (192.168.22.27) | Backup the ExPats application in Production | Cloud Team | Complete | | 3 | 2024-01-11 | exp-app01-pl (192.168.22.27) | Execute code changes in production. Code details can be found in Appendix A | Yusri iTools | Complete | | 4 | 2024-01-11 | exp-app01-pl (192.168.22.27) | Production Verification | Aizat | Complete | | 5 | 2024-01-11 | exp-app01-pl (192.168.22.27) | Closure | Nazrul | Complete | | |  |
| **Rollback Procedure** | |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Item** | **Date & Time** | **Server** | **Activities / Steps** | **Action By** | **Status** | **Screenshots** | | 1 | 2024-01-11 | exp-app01-pl 192.168.22.27 | Revert back to old code change | Yusri | Complete |  | | |  |

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| **Prepared By (Application Support)** |  |
| ……………………………………………………………………  Name: Muhammad Nazrul Hanif  Date & Time: |  |
| **ID Creation for Access By (Cloud Team)** | **Verification for Logout By (Cloud Team)** |
| ……………………………………………………………………..  Name: Mohd Hafidzul Shafiq  Date & Time: | ……………………………………………………………………..  Name: Mohd Hafidzul Shafiq  Date & Time: 26/05/2022 |
| **Verified By & Accepted By (Project Team)** |  |
| ……………………………………………………………………..  Name: Nur Aizat Mustakim Bin Azmi  Date & Time: | ……………………………………………………………………..  Name:  Date & Time: |