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| **Change Control Template** |
| Please verify the below fields that needs to be enter to raise a CC in Service now  **Category**   * **Application Software** * Hardware * Database * Network * Service * Telephony * Server * Desktop Software   **Type**   * Normal * Standard * **Emergency** * Urgent   **Change Cycle**     * Test * Production * **Test & Production**   **Priority**   * Low * Medium * **High**   **Risk**   * Very High * High * **Moderate** * Low   **Impact**   * Low * **Medium** * High   **Reason For Emergency(Only for Emergency CC):**  Short Description:  The users have reported that the application freezes occasionally.  Description and Justification For Change:   1. The Development Team has not been able to identify the source for this issue and hence have incorporated Application Logs for all user actions. The Application Logs can be enabled and disabled from Web.config 2. Compliance Form Archiving is now incorporated. Compliance Forms older than 180 days of Searched On or Review Completed On can be archived. Archived Forms can be restored at any time. Archival and Restoration can be done by Application Admin.   Requested by date:  Planned start date:  Planned end date:  Change Plan:  Follow below instructions to update the DDAS production site to ver 1.2.0 with the files provided by Clarity.   1. Stop the IIS server 2. Back up    1. Copy the folders       1. App\_Data       2. assets       3. bin       4. DataFiles       5. dist    2. Copy the files - web.config and index.html 3. Paste the above folders and files into a new folder for backup 4. Copy and replace the folders shared by Clarity    1. **NLog.config**    2. Bin       1. **DDAS.Models.dll**       2. **DDAS.API.dll**       3. **DDAS.DataExtractor.exe**       4. **WebScraping.Selenium.dll**       5. **DDAS.Services.dll**       6. **DDAS.Data.Mongo.dll**       7. **Utilities.dll**       8. **OpenXmlEmbedObjectNew.dll**       9. **NLog.dll**    3. dist       1. **build.js**       2. **build.js.map** 5. Modify the web.config    1. Add <add key="LogMode" value="on" /> under AppSettings 6. Start the IIS server   Blackout Plan:   1. Stop the IIS server 2. Paste the backed up files in the below folders    1. App\_Data    2. assets    3. bin    4. DataFiles    5. Dist    6. web.config and index.html 3. re-start the IIS server   Test Plan:  Check if the application is generating actions logs in Logs folder.  Post Implementation:  Monitor Application Performance. |