**REQUEST INFORMATION**

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| **Description:** | **CVS Tag:** |
| **Primary Developer/Analyst:** | **CVS Module:** |
| **Jira Issue:** | **Date:** |

**GENERAL INSTRUCTIONS**

**(Dependencies Prerequisites and Requirements)**

Include dependencies related to timelines of database and security updates including simultaneous actions, any requirements in setup sequence, and any database object dependencies or prerequisites. Also, note and provide original Oracle delivered file/object name and type for any customizations to Oracle delivered objects. Include those used as base for code changes. For example….(New report LWX\_APXT7RVT.rdf is based on delivered Oracle report APXT7RVT.rdf, a customized version of OEXOEPMT.fmb)

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**(Production Migration schedule instructions or exceptions)**

Include considerations of timing such as before/after nightly batch processing, required system outages, bounce of Apache or system. Note if all new objects and set up with no impact to existing processing.

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**DATABASE MIGRATION**

**DDL/DML(.sql):** Table, Sequence, Index, View, Trigger, Package Spec, Package Body, Function, Stored Procedure, SQL Script

**Objects will be created in order listed below unless instructed otherwise. List required objects before dependencies (tables before views or packages; package specs before package body, etc.) Object name should appear exactly as it appears in CVS**

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| **Name** | **O Object Type:** | **Revision** |
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**DB Migration Instructions:**

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**AIX SERVER**

**COMPONENT MIGRATIONS** – Forms web(.xml), Forms non-web(.fmb fmx), Oracle reports(.rdf), Oracle custom forms(.xml), SQL Loader (.prog/.ctl), shell script (.sh, .scr), fndload load files (.ldt)

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| **Name** | **R Revision** |
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**Component Migration Instructions:**

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**OTHER MIGRATIONS** – Oracle workflow(.wft), seeded data adjustments, macros-keyboard

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**Other Migration Instructions:**

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**EBS APPLICATION SECURITY**

**VALUE SETS –V**alidation sets required for the concurrent program.

| Type | Code | Meaning | Description |  | Application |
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**Value Set Instructions:** Include any permission set, updates to any role security driven by a function within the menu.

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**MODULE CONFIGURATIONS –** (DFF’s, security settings, etc.., excluding BR100 System Profile changes)

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| **Name** | **Super User Responsibility** |
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**Module Configuration Instructions:** Please list the location and name of the BR100 documentation to be reviewed. Include the navigation path required for these setups.

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**SYSTEM PROFILE UPDATES:** Please list the location and name of the BR100 containing the System Profile setting and attach the section from the BR100 containing the settings. Please highlight the changes to be added.

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**SECURITY INSTRUCTIONS:** Indicate any new or changed function(s), menu(s) or responsibilities

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**CONCURRENT JOBS:**

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| **Name** | **Associated Executable** |
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**Concurrent Job Instructions:** (List any incompatibilities)

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**REQUEST SETS:**

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| **Name** | **Type of Change (New or Modified Set)** |
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**Request Set Instructions:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**REQUEST GROUPS:**

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| **Name** | **Type of Change (New or Modify Existing Group)** |
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**Request Group Instructions:**

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**CONCURRENT JOB SCHEDULING**

**SYSADMIN/LWXIMON JOBS:** Concurrent Jobs that require scheduling by these application users. (scheduled jobs including start date, time, weekly or nightly job, etc.)

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**PERSONALIZATION**: Please include the Responsibility, Form/Function Name and Menu Navigation Path for the form being updated. Include screen shots and instructions to clarify set up.

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**XML PUBLISHER CONFIGURATION**

**XML PUBLISHER CONFIGURATION**: Configurations requiring set up using the XML Publisher Administrator Responsibility, Include .rtf, .xml files with version numbers needed to complete templates and set up. Include screen prints with navigation instructions.

**Below configurations are required in XML Publisher Administrator Responsibility**

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| **Template/Data Definition** | **Version** |
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**XML Publisher Configuration Instructions:**

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**E-BUSINESS SUITE INTERFACE CONFIGURATION**

**INTEGRATION ENGINE CONFIGURATION –** (for migrations that are part of an ongoing interface)

Each ongoing interface will be registered in the LifeWay Interface Definitions custom screen. Use standard naming conventions prefixed with LWX. Email notification is required for all error statuses. If other notifications are needed, then complete that section of custom screen also.

Screen prints instructions should capture the following information: description, enable (Y/N), master program name, request set name, inbound/outbound/bi-directional, external system name, and data transfer method. Outbound information includes: push/pull, file delivery, delivery type, destination server, destination path, overwrite output file, create new file, and static output name. Email information includes: email to, email cc, completion conditions, and stage.

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| **Interface Name** | **Include Email Notification Information ( if applicable)** |
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**Integration Engine Configuration Instructions:**

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**REPORT2WEB CONFIGURATION –** Indicate the required retention period as forever or number of days, months or years. Include the name of the folder in MyReports where the report should be published and the name of the report for the Report2Web menu.

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| **Concurrent Program Name** | **Log File Name**  include .extension (.csv, .asc) | **Output File Name**  include .extension (.csv, .asc) |
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| **Report2Web Folder Name** | **Report2Web Report Name** | **Retention** |
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**Report2Web Configuration Instructions:**

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