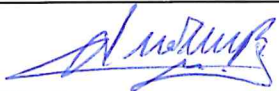



i&m		SYSTEM CONFIGURATION MANAGEMENT						
Usage: This form is to be used by ICT for configuration changes to track and control changes in software, applications and systems (version control) where authorization/approval from the business side is not required.								
Configuration Request (To be filled by Administrator)								
Date of Request		6/Feb/23		Serial Number (To be allocated by ICT Admin)				
System / Application where the configuration is / are required		Amlock FCDMS & RMS						
Type of Configuration (Tick where applicable)	New Configuration	<input type="checkbox"/>	Change in existing Configuration	<input type="checkbox"/>	Security Patches	<input type="checkbox"/>	System Enhancement	<input type="checkbox"/>
	Regular Configuration	<input type="checkbox"/>	Emergency Configuration	<input type="checkbox"/>	Version Upgrade	<input type="checkbox"/>	Process Enhancement	<input type="checkbox"/>
	Temporary	<input type="checkbox"/>	If temporary, period for which the change is required	From		UAT Required		<input type="checkbox"/>
	Permanent	<input type="checkbox"/>		To				
Configuration Impact	System Behaviour				Services			
	Process				Downtime			
Version Details		Previous Version				New Version		
Configuration Description (Attach relevant documents)				Reasons for Configuration (Attach relevant documents)				
AD authentication encoding patch for Amlock FCDMS & RMS				<i>username encoding during user creation</i>				
Components affected (Tables/Files/Folders/Reports/Processes/Services)								
<i>Application Config / var file</i>								
System Administrator / Requester					Supervisor / Manager			
Name	<i>Roger NOUTHE</i>				Name	<i>Putaisire Jean Claude</i>		
Date	<i>06/02/2023</i>				Date	<i>06/02/2023</i>		
Signature					Signature			
Confirmation / Comments from ISO					Approval from Head of IT			
Name					Name			
Date					Date			
Signature					Signature			
Comments					Comments			



SYSTEM CONFIGURATION MANAGEMENT (VER 2014)

Execution (To be filled by Administrator)

UAT Details (Attach scripts, results)

Was the configuration done in a test environment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Did the application work as expected? (Attach screen shots / Test results)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Did the change cause any exceptions? (If yes, document these in a separate sheet)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

UAT done by		Supervisor	
Name	Roger NDUJIE	Name	PUTAYISIRE Jean Claude
Date	06/02/2023	Date	06/02/2023
Signature		Signature	
Comments		Comments	

Go Live / Roll Over Details

Date of change in production environment		Downtime (Hours)		Time		
Communications (Date & Time)	To Users		To Customers			
Any feedback / comments from users (Yes / No) Attach relevant communications						
Approved for Configuration Change in Production System (by Head of ICT)		Configuration Changes in Production done by				
		Maker		Checker / Validator		
Name		Name		Name		
Date		Date		Date		
Signature		Signature		Signature		

NOTE :

Attach ALL the relevant documentations. Duly signed UAT is mandatory.