



HELP

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# Change Request: New Item

Attach File | Spelling...

\* indicates a required field

Title \*

Text input field for Title

Description \*

Rich text editor toolbar

Rich text editor for Description

Description of Change Request

Reason \*

Rich text editor toolbar

Rich text editor for Reason

Reason for the change.

Type of Request \*

Standard

Type of Change

- Application
- Database
- Email
- Fiber
- Intranet
- Internet
- Network
- PC/Desktop
- Radio
- Security/Firewall
- Telephone
- Other

Priority \*

Low - an alternative solution is available

Proposed Date of Change \*

12/6/2013 5 PM 00

Date you want to implement the change.

Requester \*

Text input field for Requester

Who is requesting this change?

Department Requesting Change \*

Board of County Commissioners

Which department is requesting this change?

Implementor \*

Text input field for Implementor

Who will implement this change?

Impact \*

Low - individual users or teams are impacted

Who is impacted by this change?

Customer Base Impacted \*

Rich text editor toolbar

Rich text editor for Customer Base Impacted

List users, divisions, or departments that are impacted

Impact Notes

Rich text editor toolbar

Rich text editor for Impact Notes

List additional information about the impact of this change.

Test Plan \*

Rich text editor toolbar

How do you plan to test these changes after implementation?

**Backout Plan \***

B B | B B B | B B B | B B B B | B B B B

How do you plan to backout this change if it is not successful?

**Status \***

New

**Comments**

B B B B | ↶ ↷ | B B B | B B B | B B B B

B B | B B B | B B B | B B B B | B B B B

Enter comments about the status.

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