

DOC Internal Change Request

Instructions: This form is used for both enhancement requests and bugs/fixes. For bug/fix change requests, each field or section with an asterisk (*) is required, but not the other sections. For enhancement requests, ALL fields and sections are required. Similarly, on the signature page, the blocks with the asterisk (*) require signatures for ALL cases. The blocks without the asterisk (*) are only required for enhancement requests.

*Sequence Number:	ICR00007
*Type of Change Needed:	<input checked="" type="checkbox"/> Enhancement Request <input type="checkbox"/> Bug/Fix
*Initiated By:	Robin MacMillan
*Date Initiated:	12/14/2007
*Title/Name:	View attachments in the Edit Interface form.
*Description: (Enter the general description of the enhancement request OR bug/fix)	Modify "Edit Inventory Asset Interface Records" form so user is able to view attachments to the asset request created through the CD50/52 form.
*Current Impact: (Describe the impact that this bug or need for enhancement currently has on the system. Include significant impact descriptions for month end, or year end closing, etc)	Now there is no way to review attached documentation that the Sunflower user has uploaded through CD50/52, so reviewer has to require user to send it outside of Sunflower. The time reviewer needs to see the attachments is when the request (Edit Interface record) is being reviewed, not after it is committed.
	<input type="checkbox"/> Month End Closing Affected <input type="checkbox"/> Year End Closing Affected
Analysis: (Include background information that is Sunflower specific to help identify the root of the problem)	<p>The current CD50 form does allow for PDF attachments to be attached (let's call it "supporting documentation"). The client enters a record and attaches support documentation for the entry. However reviewer can't see attachments before request gets approved, so Sunflower user is required to send supporting documentation to the property office staff member that is to process their request by mail, by fax, by scan, etc.</p> <p>It is during the Edit Interface review/acceptance, that the supporting documentation should be reviewed, so there would be no need for the user to send supporting documentation by mail, fax, etc.</p>

Solution: (Describe the proposed solution for how to correct the bug or to achieve the enhancement)	Because the "Edit interface" form is out-of-the box form and cannot be modified, we suggest adding new "Attachments" tab to this form and make the modified form accessible to everyone through the "User Defined menu" form.
Solution Impact: (Describe the end result impact that the change will make on the system)	There is no need for the user to send to the reviewer documentation which is already attached to the request.
Backout Plan (if necessary): (Describe what will be done if the change does not work or effects the system negatively)	Remove new entry from the "User defined menu" form.
Reference File and Revision Number: (Insert the file name and file path for the change script/code)	asmn0040 form.
*****Signature page follows*****	
Insert any screen shots or code samples here. Use an additional page if necessary. For screen shots, save the screen shot as a .jpg, .bmp, .gif and insert it here using Insert --> Picture --> From File... and select the appropriate picture. Resize so it fits in the page blocks.	

The above change request has been tested by the Department of Commerce.

*Affected Bureau Tester:		Date:	
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Affected Bureau PMO: (not required for bug/fix)	<i>Ezekiel Peraza</i>	Date:	<i>2/18/08</i>
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*Affected Bureau Tester:		Date:	
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Affected Bureau PMO: (not required for bug/fix)		Date:	
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*Sunflower Helpdesk Support Provider:		Date:	
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Change Control Committee Approval? (not required for bug/fix)	<input checked="" type="checkbox"/> Yes	<i>EP</i>	<input type="checkbox"/> No
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DOC PMO: (not required for bug/fix)	<i>[Signature]</i>	Date:	<i>2/13/08</i>
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