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DOC REF: AEU00511	TITLE: PROCEDURE – EFACS CHANGE CONTROL PROCEDURE		

1 Purpose

To provide a systematic method to control and authorise changes made within the EFACS ERP software

2 Scope

This procedure applies to any programs, reports, forms and any other applications that require a modification to the standard version of the system or a correction to data that has erroneously been entered in the system and changes to user access rights

3 Terms and Definitions

- I.T – Information Technology Department
- EFACS – Electronic resource planning software

4 Procedure –

4.1 Program change

- 4.1.1 User will make a request to the I.T Department via E-Mail.
- 4.1.2 Request will be cost and risk assessed by the I.T Department. This will include a review to identify any areas that could be affected by the change.
- 4.1.3 If the change is considered to be desirable and it can be made in house then the I.T Department will do this.
- 4.1.4 If the desired change cannot be done in house a purchase order will be placed to Exel to make the change.
- 4.1.5 All program modifications must be documented on the modifications spreadsheet (F:\ERP\Modifications)
- 4.1.6 Program modifications will be tested by the I.T Department by using the Test Server and authorised by the requester, prior to being put into the live system.

4.2 Data Change / Correction

- 4.2.1 The person requesting the change will fill out the EFACS Request for Change Log located in the I.T Department – sections 1, 2 and 3. (Doc No. AEU00512)
- 4.2.2 The EFACS Request for Change Log will be given to the requestor's manager and if found to be acceptable will sign section 4.
- 4.2.3 The I.T Department will assess the risk and work involved. This will include a review to identify any areas that could be affected by the change.
- 4.2.4 If this is passed then the change will be made and the I.T Department who will fill out section 5 and inform the manager once the change is complete.
- 4.2.5 At the end of each month the site director will review the changes made and sign off section 6.

4.3 Changes to EFACS user access rights

- 4.3.1 Once a year the user roles and permissions will be reviewed by the I.T department.
- 4.3.2 In order for the I.T department to make changes to individual user rights a manager must request the access change via email.
- 4.3.3 Where the roles of personnel change the rights will be revoked for their old role and issued with the necessary user rights for their new position. This will be reviewed by the I.T department.
- 4.3.4 When personnel leave the company who have an EFACS login will have all roles and permissions removed. The user data included in reports / purchase orders / sales orders etc. will be retained.

5 Health & Safety

Utilising EFACS requires the use of visual display equipment. Please refer to the Visual Display Equipment procedure.

6 Associated Documents

- 6.1 Computer & Communications Policy
- 6.2 EFACS systems change log AEU00512