

# Change Control Menu

- [Change Control Add](#)
- [Change Control Management Search](#)

# Change Control Add

Change Control Management

Search

Add

Edit

Cancel

Print

Basic Search

Expand

Request No.:

Request Description:

Date From: 2024-09-24

Approval Board: All

Manager: All

Main

Approval Board

Page 0 of 0

Remove

#MemoAttRequest No.Description

Change Control Request Add

Create ReminderMemoAttachmentsPrintClose

Stage 1Stage 2Stage 3Stage 4Stage 5Stage 6Stage 7Stage 8Stage 9Stage 10Stage 11

RequestCommentsApproval MemberInventoryAssetUpdate Docs/AuthorisationSup

Change Request No.:

Description:

Reference:

Where Used:

Requesting User: Paige Granville - paige@webaccounting.co.

Initiation Date: 2024-10-24

Approval Board:

Supervisor:

Summary Of Change:

Change Request Status: Stage 1

Debtor:

Systems Affected:

Logged User:

Log Date:

Approval Board Required: ☒

Manager:

Reason For Change:

Supervisor Approval Status: No Decision

Decision Date Time:

Comments:

Supervisor Approval

Manager Approval Status: No Decision

Decision Date Time:

Comments:

Manager Approval

SaveClose

| Stages  | % Complete | Action                                                 |
|---------|------------|--------------------------------------------------------|
| Stage 1 | 0%         | Creation of Change Request                             |
| Stage 2 | 10%        | Supervisor Approval                                    |
| Stage 3 | 20%        | Manager Approval                                       |
| Stage 4 | 30%        | Without any of the board members approving the request |
| Stage 5 | 40%        | Only when ALL board members have approved the request  |
| Stage 6 | 50%        | Meeting request has been actioned                      |
| Stage 7 | 60%        | Update documentation                                   |

|          |      |                                                                                                    |
|----------|------|----------------------------------------------------------------------------------------------------|
| Stage 8  | 70%  | Authorisation of request                                                                           |
| Stage 9  | 80%  | Authorisation and Close request                                                                    |
| Stage 10 | 90%  | Processing of tasks / support logs                                                                 |
| Stage 11 | 100% | Once all tasks / support logs have been finalised and the manager has completed the change request |

# Change Control Management Search

## Main Tab

Change Control Management

Search

Add

Edit

Cancel

Print

Basic Search

Expand

Request No.:

Request Status:

Show Open Requests

Request Description:

Reference:

Date From:

2024-09-24

Date To:

2024-10-24

Approval Board:

All

Where Used:

Manager:

All

Supervisor:

All

Main

Approval Board

Change Control Defaults

Page 0 of 0

Remove Paging

No data to display

| # | Memo | Att | Request No. | Description | Reference | Request Date | Requesting User | Approval Board | Manager | Supervisor | Status | % Completed | Where Used |
|---|------|-----|-------------|-------------|-----------|--------------|-----------------|----------------|---------|------------|--------|-------------|------------|
|---|------|-----|-------------|-------------|-----------|--------------|-----------------|----------------|---------|------------|--------|-------------|------------|

## Approval Board Tab

Change Control Management

Search

Add

Edit

Cancel

Print

Basic Search

Expand

Request No.:

Request Status:

Show Open Requests

Request Description:

Reference:

Date From:

2024-09-24

Date To:

2024-10-24

Approval Board:

All

Where Used:

Manager:

All

Supervisor:

All

Main

Approval Board

Change Control Defaults

Search

Add

Edit

Delete

Approval Board Code:

Approval Board Description:

Show Only Active:

Page 0 of 0

Remove Paging

No data to display

| # | Memo | Active | Code | Description | No. Of Members | Supervisor | Manager |
|---|------|--------|------|-------------|----------------|------------|---------|
|---|------|--------|------|-------------|----------------|------------|---------|

## Clicking Add

Approval Board Members Add

Manage Approval Board

Save

Search

Add

Edit

Delete

Print

Close

Code:

Description:

Active:

☒

Page 0 of 0

No data to display

| # | Active | First Name | Last Name | Email Address | Supervisor | Manager |
|---|--------|------------|-----------|---------------|------------|---------|
|---|--------|------------|-----------|---------------|------------|---------|

After adding in your code and description you can click add.

after clicking add you can add a Member

### Approval Board Members Add

**Manage Approval Board**

Save Search Add Edit Delete Print

Code: 001

Description:

Active:

Page 0

| # | Active | First Name |
|---|--------|------------|
|---|--------|------------|

#### Add Members

**Manager Members**

Create Email Address

Board Member:

Email Address:

Supervisor: ☐

Manager: ☐

Active: ☒

Save And New Save And Close Save Close

#### Change Control Defaults Tab

### Change Control Management

Search Add Edit Cancel Print

**Basic Search** Expand

|                      |                      |                 |                      |
|----------------------|----------------------|-----------------|----------------------|
| Request No.:         | <input type="text"/> | Request Status: | Show Open Requests   |
| Request Description: | <input type="text"/> | Reference:      | <input type="text"/> |
| Date From:           | 2024-09-24           | Date To:        | 2024-10-24           |
| Approval Board:      | All                  | Where Used:     | <input type="text"/> |
| Manager:             | All                  | Supervisor:     | All                  |

Main Approval Board **Change Control Defaults**

Save

Debtor:

Task:

Sub Task: