

Approve / Reject Change Request Form (CRF)

Objective

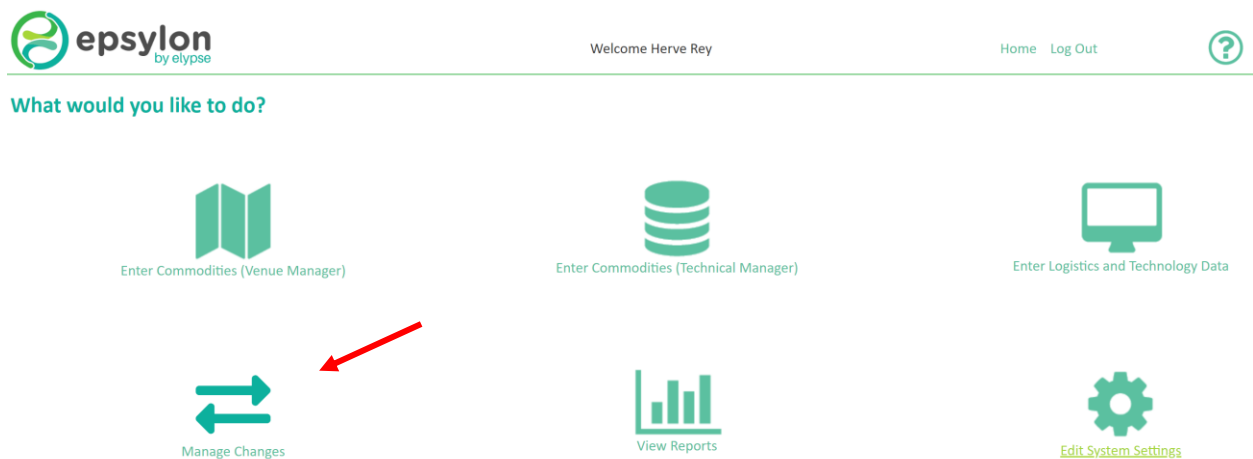
Approve or reject a CRF after getting authorisation from the Change Control Board.

This task is to be executed by the System Administrator.

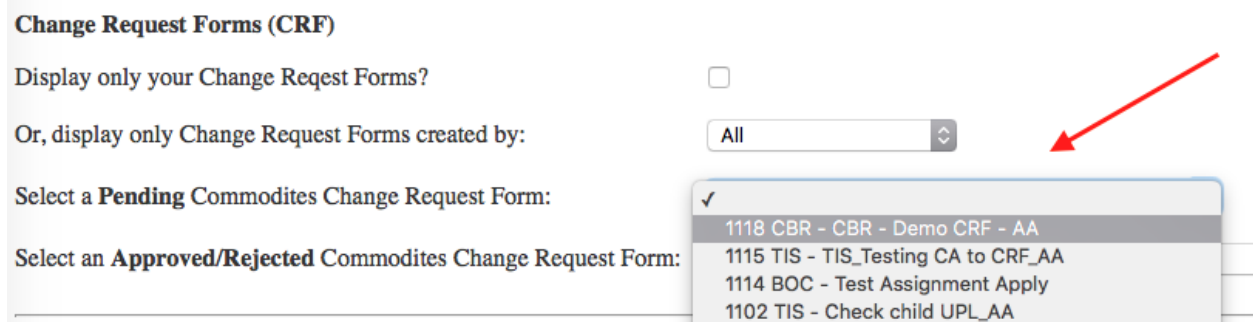
Procedure

Follow these steps to Approve / Reject a Change Request Form (CRF):

- From the main menu go to Manage Changes



- Choose the Pending CRF to be processed from the dropdown menu



- Click on Approve or Reject based on the Change Control Board decision.

To be sent to Change Control Board

Approval/Rejection

Approve

Reject

This change request has not yet been approved or rejected, and can only be approved or rejected by an administrator

Save Form

Delete Form

Close Form

- You will be requested to confirm the Approval / Rejection before Epsilon processes the final decision. Proceed with caution as reversing such step would be extremely difficult in a complex project

Do you really want to approve this change request?

Cancel OK

- Once approved or rejected, the status will be displayed on the bottom of the CRF.
- Click on Close Form to go to the main menu

Approval/Rejection

This change request was approved on 10/06/2018 by Arda Ates

Close Form