



SOFTWARE CHANGE AUTHORISATION

VERSION 8.1.1
December 2023

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Introduction

This document serves as notice of a change that will be enforced on your Munsoft system. Munsoft's goal to provide an excellent software product demand that our client's data quality and system integrity be maintained at all times. The ability to apply software updates and/or other changes also enables Munsoft to provide the necessary service levels to our clients as per the Munsoft Service Level Agreement.

This document can be signed and saved for use during internal and/or other audits.

General Information

MUNICIPALITY NAME	
SERVER NAME	Munsoft
APPLICATION NAME	Munsoft
PROPOSED CHANGE DATE	December 2023

Type of Change

Please tick the required action:

UPGRADE	UPDATE	LICENCE RENEWAL	CONFIGURATION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief Description of Changes

Update from version 8.1.0 to version 8.1.1, including general enhancements, operational items, legislative items and new features. Please refer to Version 8.1.1 Software Release Notes for details.

Process

A complete backup of client's system is done before the update.

All updates are performed after hours.

The update is live from first login to the system.

Tasks Performed

Development

ENVIRONMENT	MUNSOFT Development Server
MUNSOFT OFFICIAL	Munsoft
START DATE	October 2023
DATE OF COMPLETION	December 2023
DEV OFFICER	Luke Neethling

Quality Assurance

ENVIRONMENT	MUNSOFT QA Server
MUNSOFT OFFICIAL	Munsoft
START DATE	October 2023
DATE OF COMPLETION	December 2023
QA OFFICER	Marlié van Blerk

Release

ENVIRONMENT	Client Server
MUNSOFT OFFICIAL	Munsoft
START DATE	December 2023
DATE OF COMPLETION	December 2023

Client Authorisation

Authorisation by responsible Municipal Official:

NAME	
DESIGNATION	
DATE AUTHORIZED	
SIGNATURE	

Changes checked and verified by ICT Manager:

NAME	
DESIGNATION	
DATE AUTHORIZED	
SIGNATURE	