

Change Request Statement

(CRS# ABC123)

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1 DOCUMENT INFORMATION

REVISION HISTORY

Revision	Release Date	Updated By	Remarks / Comments	Status
V1.0	MM/DD/YYYY	amionline	Initial version.	
V1.1	MM/DD/YYYY	amionline	Added sticker paper size	Draft
V1.2	MM/DD/YYYY	amionline	Included WORKSTATION field as part of barcode label attribute. It will also be displayed in the sticker printout.	Draft
V1.3	MM/DD/YYYY	amionline	Corrected company name and workstation format as per client's request	Draft
V1.4	MM/DD/YYYY	amionline	Added section 3.2 System Interfaces.	Draft

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Version	Department / Function	Reviewer(s) Name

CROSS-REFERENCE

Document Name	Version

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2 INTRODUCTION

2.1 Request Information

Requested By :	Client's Representative Name
Date Requested :	MM/DD/YYYY
Priority :	HIGH

2.2 Background

Currently, the Asset Management System being used by CLIENT COMPANY is capable of generating and printing barcode labels for their company assets. However, the labels only include the barcode image (using the ASSET ID as an attribute for generating the image) and company name. It is requested that the labels would also include the **actual ASSET ID value** for easy identification and tracking of company assets even without using the barcode scanner.

As per new request, aside from the **actual ASSET ID value** printed on the label, the **actual WORKSTATION value** should also be printed on the label.

2.3 Scope

The following items have been discussed during the exploration meeting:

- Append the **actual ASSET ID and WORKSTATION values** on the barcode label printout.
- The barcode image and company name can be resized in order to accommodate the **ASSET ID and WORKSTATION values** on the label printout.
- The size of the sticker paper is 1.24" x 0.64" (3.18cm x 0.64xcm).
- The company name, ASSET ID, WORKSTATION and barcode image should fit into the above-mentioned sticker paper.
- The barcode image is comprised of the following attributes when generated:
 - ASSET ID field
 - WORKSTATION field

The following item is out of scope:

- Everything that were not stated above are out of scope

3 SYSTEM SCOPE

3.1 Context

The barcode label generator and printer module will be modified to append the **ASSET ID and WORKSTATION** detail on the label printout.

3.2 System Interfaces

The barcode labels for the company assets will more or less look like this:



NOTES :

1. The barcode labels for the company assets will only have the following information visible on the sticker :
 - a. Company name
 - b. Barcode image
 - c. ASSET ID value
 - d. Workstation value
2. Barcode image size may or may not change in order to fit the sticker. However, the barcode image should still be **READABLE** by the barcode reader machine. A series of tests will be conducted both by **amionline** and **CLIENT** to ensure that the barcode reader machine can still recognize the barcode image before deploying to production.
3. The actual placement and size of company name, ASSET ID and workstation values may or may not change depending on space layout availability during rolling implementation to prioritize the readability of the barcode image.

When the sample barcode image illustrated above is scanned the following details should be displayed:

CMP0001234

08WS-223

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4 CHANGE REQUEST STATEMENT APPROVAL

amionline will proceed with the **Proposal and Work Estimate Document** once client approves this Change Request Statement document.

CLIENT NAME: _____
REPRESENTATIVE'S NAME: _____
POSITION: _____
SIGNATURE: _____
DATE: _____

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