

COMPANY NAME

PATCH RELEASE NOTES

Instructions: Red highlighted material is completed by the Release Engineer. Blue material is completed by the author of the patch. Do not delete these instructions.

Release Notes for Patch **\$PATCH NAME\$**

Location: \\server\Release**\$Release number\$**\Patch**\$Patch name and number\$**

Date: **\$Date of this document\$**

Person requesting patch: **\$Name and telephone number of requestor/person reporting defect\$**

Author: **\$Author of patch\$**

Backup: Before installing this patch make sure you have a backup of your **\$System and or database\$**.

Server Status: Do all users have to be out of the system for the patch to be applied (enter X)? Yes No

Who Needs the Patch (place an X in the applicable box and enter the requested data):

<input type="checkbox"/>	One Customer
\$Name of customer\$	

<input type="checkbox"/>	A number of customers
\$Name of customer\$	
\$Name of customer\$	
\$Name of customer\$	

<input type="checkbox"/>	All Customers
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<input type="checkbox"/>	All Customers except:
\$Name of customer not needing patch\$	
\$Name of customer not needing patch\$	

<input type="checkbox"/>	Internal Customers
\$Name of Company group\$	
\$Name of Company group\$	
\$Name of Company group\$	

Description of Problem: **\$Brief description of problem solved by this patch\$**

Affected Areas: **\$Modules or databases affected by this patch\$**

Apply patch to (place an X in the applicable box):

<input type="checkbox"/>	Company copy of database
<input type="checkbox"/>	Client's (or ASP) copy of the database
<input type="checkbox"/>	Both Company and Client's copy of the database

Gateway (place an X in the applicable box):

<input type="checkbox"/>	Apply patch through the gateway
<input type="checkbox"/>	Do not apply patch through the gateway

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Description of Fix: \$Brief description of what the patch does to fix the problem\$

Install Instructions: \$Description of how to install the patch or the name of an attached document describing how to install the patch\$

Uninstall Instructions: If there are problems, the patch may be uninstalled by \$Complete instructions on how to undo the installation of the patch. This may be the phrase "Restore from the backup that was made earlier\$

How to Tell if the Patch was Installed Successfully (or if it has already been applied): \$Brief description of what should change after the patch has been installed. Instruct user to look for changes before applying patch\$

After you have applied the patch, please update the file \\server\Release\\$Release number\$\Patch\PatchInstallHistory.xls.

If problems are encountered or there are questions, please contact: \$Name of person responsible for contacting author and/or escalating problems\$

Defect Management software system number, Customer Issues software system SR number, or Customer Issues software system Activity number: \$Defect Management software system bug/enhancement number or Customer Issues software system SR number, identify as Defect Management software system or Customer Issues software system \$