



## **New Report / Report Change Request**

Version: 1.0

Prepared By: Neil Thyer

Prepared For: e-Novate

Date: 30<sup>th</sup> October 2009

Contact:

Neil Thyer      [neil.thyer@e-novate.com.au](mailto:neil.thyer@e-novate.com.au)

CONTROL PAGE

**(i) Document Status**

Version Number: 1.0  
 Date: 30<sup>th</sup> October 2009  
 Status: 1<sup>st</sup> Release

**(ii)**

**(iii) Document Authorisation**

**Approved for e-Novate by:**

Name: Neil Thyer  
 Title: Manager  
 Date: 30/10/2009  
 Signature: \_\_\_\_\_

**(iv) Document Revision History**

Version No.	Date	Reason for Change	Author	To be Reviewed By
1.0	30 <sup>th</sup> October	Initial Document	Neil Thyer	

**(v) Document Distribution List**

Version No.	Release Date	Document Distributed To
1.0	30 <sup>th</sup> October	General Distribution for Customers

**(vi) Document Approval**

Version No.	Approval Date	Acceptance
1.	12 <sup>th</sup> October	Neil Thyer

Table of Contents

<b><u>1</u></b>	<b><u>INTRODUCTION</u></b> .....	<b><u>2</u></b>
1.1	DOCUMENT AUDIENCE .....	2
1.2	REFERENCE DOCUMENTS .....	2
<b><u>2</u></b>	<b><u>NON-DISCLOSURE</u></b> .....	<b><u>2</u></b>
<b><u>3</u></b>	<b><u>OVERVIEW</u></b> .....	<b><u>3</u></b>
3.1	OBJECTIVES .....	3
3.2	SCOPE AND PRICING .....	3
<b><u>4</u></b>	<b><u>CUSTOMER DETAILS</u></b> .....	<b><u>4</u></b>
<b><u>5</u></b>	<b><u>NEW REPORT REQUEST</u></b> .....	<b><u>5</u></b>
5.1	SPECIFICATIONS .....	5
<b><u>6</u></b>	<b><u>REPORT CHANGE REQUEST</u></b> .....	<b><u>6</u></b>
6.1	REPORT FIELD CHANGES .....	6
<b><u>7</u></b>	<b><u>AUTHORISATION/SIGNATURES</u></b> .....	<b><u>8</u></b>
7.1	SUBMISSION .....	8
7.2	FINAL REVIEW SIGNOFF .....	8

# 1 Introduction

## 1.1 Document Audience

This document is targeted to software users requiring additional MIS reporting information additional to that already supplied by the standard application MIS reports.

## 1.2 Reference Documents

The following document(s) should be read and/or used in conjunction with this document:

Document Name	Version Number	Location

# 2 Non-disclosure

This document is confidential and not for general distribution outside of e-Novate and Customers.

This document is subject to a non-disclosure agreement. Distribution of this document without the consent of e-Novate to other than the designated recipient, including partners and contracted companies to the recipient will be in breach of said agreement.

## 3 Overview

The purpose of this document is to provide a system to streamline the process for the creation of new MIS reports and other travel related documents.

The completion of this request document does not guarantee that all of the requested report components can be delivered by e-Novate, nor when any requested report will be made available. This request form is simply to assist in clarifying the details.

### 3.1 Objectives

The objectives of this document are:

Provide a simplified process to allow the clear definition of requirements.

Reduce the time taken to create and validate new or modified reports by clearly defining detail of change.

### 3.2 Scope and Pricing

The document covers only change requests, new reports.

This document does not cover changes in operational procedures as a result of changed reporting requirements. Should these amendments or new reports require a change in procedure for E-Novate to accommodate these requirements, please contact your local account manager to agree a meeting with our operations team to work out any operational issues.

Charges can only be finalised after the completion of Final Review Signoff.

Pricing for reports outside of pre-contracted reporting arrangements is as follows.

New reports start from \$100 AUD, for more complex reports a fixed time and materials charge will be calculated.

Report amendments start from \$50 AUD, for more complex reports a fixed time and materials charge will be calculated.

#### Historical Data

Should historical data need to be amended to reflect the output required for the report or as part of a data consolidation process then a fixed time and materials charge will be calculated and agreed prior to commencement of work.

## 4 Customer Details

The following details are required by e-Novate to facilitate

Please fill in Company and Requestor Contact details, technical and alternate contact details are optional.  
Please include country and region codes in telephone numbers.

Name of Company on reporting	
Name of Company requesting change (If acting on behalf of above)	
Requestor Name	
Requestor Position Title	
Requestor Email Address	
Requestion Telephone Number	
Preferred Contact method	
Technical Contact Name	
Technical Contact Position Title	
Technical Contact Email Address	
Technical Contact Telephone Number	
Preferred Contact method	
Alternate Contact Name	
Alternate Contact Position Title	
Alternate Contact Email Address	
Alternate Contact Telephone Number	
Preferred Contact method	
Name to Address Invoice to (if applicable and different to above)	
Charges billable to which Cost Centre (if applicable)	

## 5 New Report Request

Please fill in the following Detail is the report created is to be a new report not currently existing in the reports provided by e-Novate.

Report Title	
Report Purpose	
Number of fields	
Specification supplied	Yes/No
Example report supplied	Yes/No
Other Notes.	

### 5.1 Specifications

Please ensure specifications contain the following information see section 6.1 for example.

Report Field Name

Report Field Definitions: The type of data, and possible values if fixed where customer specific.

Report Field Relationships and dependencies: Where the value of a field affects the values of other fields, this should be clearly demonstrated.

## 6 Report Change Request

Please fill in the following Detail is the report created is to be a new report currently existing in the reports provided by e-Novate.

Report Title	
Reason for Change	
Number of fields modified/added	
Create an new modified version of an existing report	Yes/No
Example report supplied	Yes/No
Other Notes.	

### 6.1 Report Field Changes

Field Name: Name of the field to Change or Add

Type of Data: Free text such as Traveller name, or fixed such as reason codes.

If data is fixed format, please provide list of values if different to those already used in the report.

If it is the fixed format data for the field that is changing, please provide a list values and definitions.

Affected Fields: Provide a list of other fields that may be affected or effect the value of this field.

Examples

Example 1. If field is "Reason code", and the Reason Code is Lowest Fare taken, then the fields "Selling fare" and "comparative low fare" must be the same, and the field lost savings is 0.

Example 2. If the field "Lost savings" is 0, then "Low Fare" and "Comparative Low Fare" must be the same.

Example 3. "Comparative Low Fare" can not be more than "Selling Fare"

Example of table

Customer Data Version	1.0		
Date	01 January 1990		
Field Name	Type of data	Affected fields	Description of change and field rules
Reason Code	Fixed (no changes)	Lost Savings	Must be 0
		Comparative Low fare	Must be same as selling fare
Selling Fare	Numeric (9,999.99)	Comparative Low fare	Cannot be less than Comparative Low fare





## 7 Authorisation/Signatures

### 7.1 Submission

e-Novate Representative	
Title	
Signature	
Date	

Customer Representative	
Company	
Title	
Signature	
Date	

### 7.2 Final Review Signoff

The signing area of this closes the scope for this request. Any additional changes after this signature generate a new request which may incur additional charges and change agreed delivery timelines.

Specification Version and date	
e-Novate Representative	
Title	
Signature	
Date	

Customer Representative	
Company	
Title	
Signature	
Date	