

CAMPUS MANAGEMENT Transport Standards

Transport Authority:

- CM TEST (sandbox) – All team members and consultants have full authority
- DEV – Only IT staff and ‘Team Leads’ have authority

Transport Guidelines:

- No transports should be released to QAS without the approval of a ‘Team Lead’, and in most cases, a ‘Team Lead’ responsible for the area in which the transport pertains.
- Upon the release of a transport to QAS, one of two things must then take place:
 - A ‘Request for Transport’ form should be completed and submitted to the Basis Team
 - If it is decided that the transport should not be moved into PRD, then the transport should be removed from QAS.

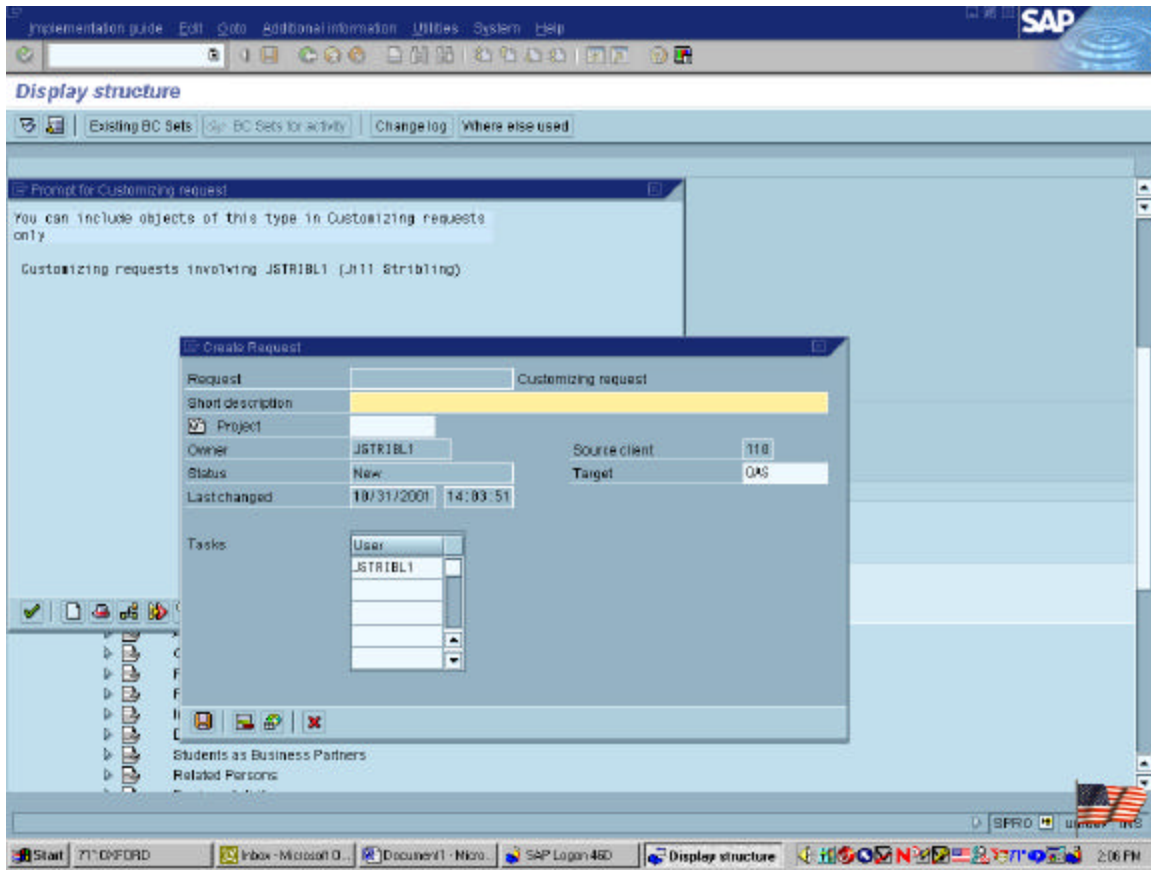
Note: This is an extremely important practice that will help in keeping PRD and QAS in sync. If transports are not completely moved on into production, QAS will not match the PRD environment which could provide unreliable test results in QAS leading to unexpected results when changes are moved into PRD even if the change had nothing to do with the transport in QAS.

- ‘Request for Transport’ to PRD should be completed and submitted by ‘Team Leads’ only.
- The description listed on the ‘Request for Transport’ should always match the description on the actual transport. This is very helpful to the basis group in identifying transports should they have the need to do so.

Creating a Transport:

- Before creating a new transport, one should always check for an existing transport for the same issue, and if so, should use this transport when possible.
(i.e. If a change is being made to the ‘name prefixes’ table and a transport for this table already exists, you should use the existing transport.)

- When creating a new transport, you should always enter a meaningful description (62 characters available), such as:
 - If changing an IMG table, you should enter as much of a description of the IMG table as possible.
 - i.e. CM / Master Data / Personal Data / Forms of Addresses
 - If changing a program, you should enter the program name and as much of a description as possible.
- All transport changes should be recorded in 'CM Transport Change Log.xls on the CM Shared Folder.



Sample transport create screen.

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