

Manual Data Manipulation

Request

*Complete this form to request data to be updated manually*

|  |  |
| --- | --- |
| Business |  |
| Project |  |
| Module (if Applicable) |  |
|

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| --- | --- | --- | --- |
| Alter existing date |  | Adding new data |  |

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| --- | --- |
| Request Date |  |
| Requested By |  |
| Authorised By |  |
| Date to be actioned: |  |
| Adding data or altering  |  |

## Instructions:

## Reason for manual alteration to data:

## New Data

*Paste a hardcopy of the data to be altered, with indication of the unique identifier and fields to be altered:*

# Sebrus Risk Assessment and Recommendations

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| Sebrus Risk assessment |
| Risk Level: |  | 1. No risk (affects 1 Table, implements 1 module)
2. Low Risk (affects 1 table, Implements more than 1 module)
3. Moderate Risk (affects 2 tables, 1 Module)
4. High Risk (affects more than 2 tables and multiple modules)
5. Unreasonable Risk (affects multiple tables and modules)
 |
| System offline required? |  |  |
| Can this be done from an interface in the system? *If yes, supply reason why manipulation is required.* |  |  |
| Is there a need for am interface to prevent manipulation ion future? |  |  |

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| Data Integration |
| Is the data integrated to an external Source (Moodle etc.) |  |  |
| If integration – Up or Down? |  |  |
| Can this manipulation be prevented if source is adjusted? |  |  |
| Will this manipulation affect the sync between two systems? |  |  |
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| Affected Tables |
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## Sebrus Recommendations

Recommendations of preventing this type of manipulation in future.