

Notification of new build procedure example

To: Service desk, ICT-co-ordinator, all ICT technicians
From: Tracey Tomlinson, ICT technician
Date: 30 June 2003

French GCSE software

This is to notify all ICT installers of the creation of a new build procedure:

Name of service: French GCSE version 2
Location of procedure: T:\TSAS\FITS\DSL\Documentation\French GCSE\2.0\
Date created: 26 June 2003
Build developer: Tracey Tomlinson

This procedure should be used for all installations of this application.

If you require further information please contact me on extension 123.

Regards

Tracey Tomlinson

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ICT technician