##### INS-CGN-PG-012 CHANGES IN THE STRUCTURE OF GENIS

**Feedback and suggestions**

All feedback on the functionality of GENIS is collected in a document 'GENIS Feedback' by the Project Officer Documentation, also noting the source and date of the feedback.

There is the possibility of making a formal 'suggestion for improvement'. To this end, the motivation for the suggestion, the nature of the change, the anticipated frequency of use with additional arguments for the change must be indicated, in writing.

At least twice a year, the Documentation Project Leader and the Documentation Project Officer go through all feedback and suggestions and decide on the relevance, assess the consequences and take the necessary steps to implement any changes. This may require approaching the feedback giver and asking for further clarification, or seeking technical advice. The assessment of all feedback is briefly recorded with reasons in the 'GENIS Feedback' document. If it comes to implementation, this will be noted in the document. Where formal 'suggestions for improvement' are involved, the submitter will be informed of the decision in writing, with motivation.

**Implementation of changes**

All changes in the functionality of GENIS that do not directly affect the ORACLE software (table structure, menu structure, 'screens') are planned and implemented by Project Manager Documentation and Project Officer Documentation. This concerns web-related issues, generating output and streamlining input using Excel, etc.   
All other changes are discussed with the Technical Application Manager of the company to which this is outsourced and a plan for implementation is made. This plan can range from a short one-off action, to setting up a separate project, including budget, timeline and so on.

If changes are expected to affect any functionality of Genis, testing can be done using a walk-through test. This test protocol is available in the "KMS\_attachments" folder on the N:isk.

**General**

The Feedback document has not been used in recent years as the development of GENIS has entered a quiet phase. We are keeping open the option of using it again in the future.