

GO_LIVE_CHECKLIST

Go-live checklist

Last verified against build: dev_rc1_20261005 (development copy, release candidate 3.2.0-RC1, store design), 2026-10-05. For: the owner, the first Administrators and IT. Tick each item on a copy of this page and keep it with the handover.

1. Refresh works with Excel's per-file privacy setting (two minutes) - FIRST

Why: the platform's queries rely on the workbook's "ignore privacy levels" setting. A machine policy that enforces privacy levels for every file makes every Refresh fail (P3-114). The redesign that removes this dependency is planned for 3.3 (BL-65); until then this check is the control.

On one Preparer's and one Reviewer's machine, with their normal Excel and policies:

1. Excel > Data > Get Data > Query Options > **Global > Privacy**: the selected option must be **"Combine data according to each file's Privacy Level settings"** (or "Always ignore Privacy Level settings"). If it is **"Always combine data according to your Privacy Level settings for each source"** and greyed out, a policy enforces it: stop and ask IT to allow the per-file setting.
2. Open the platform from its share (macros enabled), Home > Refresh (on the test platform before go-live, or on production right after Setup).
3. Pass: the result starts with OK (or WARNING about a check, not about privacy). Fail: Refresh stops with the message below.

Message shown when it fails (FIREWALL_BLOCKED):

TR: Yenileme Power Query gizlilik düzeyleri nedeniyle durdu: bu bilgisayarda gizlilik düzeyleri her dosya için zorunlu tutuluyor. Platformun sorguları çalışma kitabındaki 'gizlilik düzeylerini yoksay' ayarına dayanır (Yönetim Kılavuzu 17; BT: dosya başına ayara izin verin).

EN: Refresh stopped by Power Query privacy levels: this machine enforces privacy levels for every file. The platform's queries rely on the workbook's 'ignore privacy levels' setting (Admin Guide 17; IT: allow the per-file setting).

When it fails: IT changes the policy for the platform users to the per-file setting and the check is repeated. Do not go live on a machine that fails.

2. Infrastructure (IT)

- ☐ Platform folder on a plain Windows file share, opened by UNC; not OneDrive / SharePoint / synchronised (IT_PREREQUISITES.md, 1)
- ☐ Folder groups and NTFS permissions as in IT_PREREQUISITES.md, 3; tested once with a Preparer and a Reviewer account (banner not read-only, Refresh OK)
- ☐ Trusted Location for the platform folder, or the VBA project signed
- ☐ Daily backup of the platform folder; workbook and Archive restored together; retention ten years for Archive and Log
- ☐ CBRT access (or FXAutoFetch = N and the manual FX procedure agreed)

3. Workbook (owner)

- ☐ The release workbook comes from the zero-state template (tools/build/Build-ZeroState.ps1), not from the development copy
- ☐ The VBA project is locked for viewing by the owner (Admin_Guide section 11); the password is in the vault with a deputy
- ☐ tools/pre_release_scan.py on the release: 0 HIGH findings; tools/build/Test-ReleaseScan.ps1 -Release -Src on the release: PASS (no error value, no installation data or development account, no development-only code, VBA equal to src/vba). For 3.2.0-RC1 both are in wp/RC1 and the hashes in docs/release/3.2.0-RC1_MANIFEST.csv

4. Installation (Administrators)

- ☐ Setup completed: folders validated, companies discovered, DimCompany complete (name, type, ExpectedFromPeriod, SourceMode)
- ☐ Two active Administrators, each with an own password (Admin_Guide section 16)
- ☐ Users and roles assigned; no person holds both Preparer and Reviewer unless a second Reviewer exists for their months
- ☐ The approved column map is locked (COLUMNMAP_LOCK OK); the approval reference is the signed ColumnMap proposal
- ☐ Backfill history run; result checked (stored months, rejected files); Verify log OK; ARCHIVE_COMPLETE and ARCHIVE_INTEGRITY OK
- ☐ Reference data reviewed by the owner (provinces, branch maps, SLA placeholders) and Refresh reference data run (RefData row 3 "in sync")
- ☐ Copy of the platform opened elsewhere shows the red COPY banner (one test)

5. First production month

- ☐ A real two-person close on two machines (Preparer submits, a different Reviewer closes); the close message says "integrity OK"
- ☐ Closing pack exported and filed
- ☐ A rebuild rehearsed once on a lab copy (STORE_RUNBOOK.md, A) - not on production
- ☐ Open the pages once in an Excel with Turkish regional settings and confirm the number display (BL-38)

6. Open items the owner accepts at go-live

- Analytics thresholds are DRAFT; Benford and PSI bands are placeholders (BL-61); SLA values are placeholders (BL-30).
- Refresh at 120 months of data takes up to about 317 s when every dimension changes (BL-63, accepted).
- Deferred register items A1, A3, A4, A6 (data owners) and D36 (IT).