

## SIRENE Help Sheet

Object	Users concerned
Manage site creation requests	SGT services

### 1. Description

Once a site creation has been made, by a RSM for example, this request is managed by SGT Services in order to create the site in SIRENE and also to define a site code. The management of these site creation requests is accessible with a interface which allows to control request information, to create the site code and to inform the applicant of the site creation with a mail.

### 2. How to access ?

You access this functionality with the menu 'Request Supervisor' then 'Creation Requests'. The figure 1 shows a preview of this interface.

### 3. How to manage requests ?

First of all, requests are in 'Incoming' status. To create a site from a request, click on the request you want to manage. The figure 2 represents the request which information should be controlled before create site. Information to valid are indicated in red font color. It could be the validation of a city or a contact. When information is validated, click on 'Create' button to launch the site creation. The site code is displayed and the request goes to 'Site created' status. Does again this operation for all 'Incoming' status requests.

When all the requests of the same applicant are in 'Site created' status, a mail is sent to him with all site codes which were created according to his requests, furthermore all requests status change to 'Mail notified'.

It is possible to cancel a request on status 'Incoming' with the 'Cancel' button.

**SIRENE**  
(Release v1.00 - Optimized for Internet Explorer 6) 6128 sites

Definition Reference Requests Supervisor Request SGT Applications Help Log out

➤ **SIRENE - Creation Requests Management**

Applicant :   
 Status : Incoming  
 Request Date :  Erase

Search

**2 Results**

Request List	Request Date	Applicant
- Sg vidros sekurit - Estrada municipal botucatu 4 rubião jr. 449 galpão 03 - Brazil	2007-11-09	QUERARD Bernard <input type="button" value="Cancel"/>
Dfgdfg - Lapeyre france points de vente - Dfg - United kingdom	2007-11-07	HERMAN Jean-François <input type="button" value="Cancel"/>

Figure 1. Creation requests management

SIRENE - Site Add/Modify from request - Microsoft Internet Explorer

Create Close

\* : Mandatory fields

➤ **SIRENE - Add Site from request**

Description

Site Code :  
 Site Name : - Sdfsdf - Lapeyre france points de vente - Dfgdfg  
 Old Site Code :  
 Site Type : Head office  
 Site Fixe Phone :  
 Usual Name : dfgdfg  
 SIF Code : LAP02  
 Sector : Building Distribution  
 Zone : BD Lapeyre France  
 \* Company : Lapeyre France Points de Vente

Address

\* Address 1 : dfg  
 Address 2 :  
 Address 3 :  
 \* Post Code : uk  
 \* Country : United Kingdom  
 \* City : SDFSDF

Contact

\* IT Manager : This contact was suggested  
 Warning : This user should already exists  
 SDF SFD  
 Fix Phone :  
 Mobile Phone : SF  
 SF  
 Select a contact  
 Add this contact

RSM : Andy HOLMES  
 Fix Phone :  
 Mobile Phone :  
 Andy.HOLMES@saint-gobain.com  
 Select a contact

Security Contact :  
 Select a contact

Telephony Contact :  
 Select a contact

Figure 2. Site Code creation