SIRENE Help Sheet	

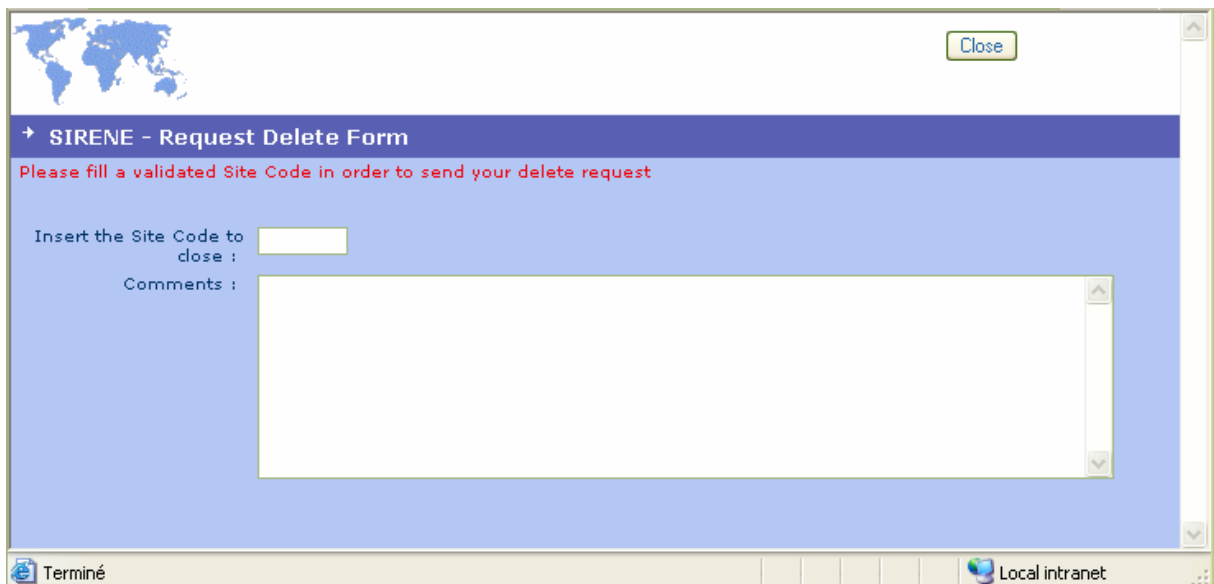| Object	Users concerned
Site closure request	RSM, CPM, CRM, SGT services

1. Description

This function permits to make a site closure request to SGT Services. This kind of request is justified when a site is about to be closed. SGT Services process the site closure, and then a feedback mail is sent to the applicant to inform him site closure was done.

2. How to access ?

By the menu 'Request' and click on 'Site Closure Form'.

3. How to use the form ?

The form (Figure 1) permits to make this closure request, the user has to fill the site code which should be closed in SIRENE. If the site code indicated exists, a site information reminder is displayed, and the user could send his request by a click on the 'Send my request' button (Figure 2). It is possible to inquire a commentary to mention the request object. If the site doesn't exist or is already in charge of SGT Services, it will be impossible to send a request.

Figure 1: Site Closure form

Figure 2: Site closure form with a valid site code