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.

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.



Figure 1. Creation requests management

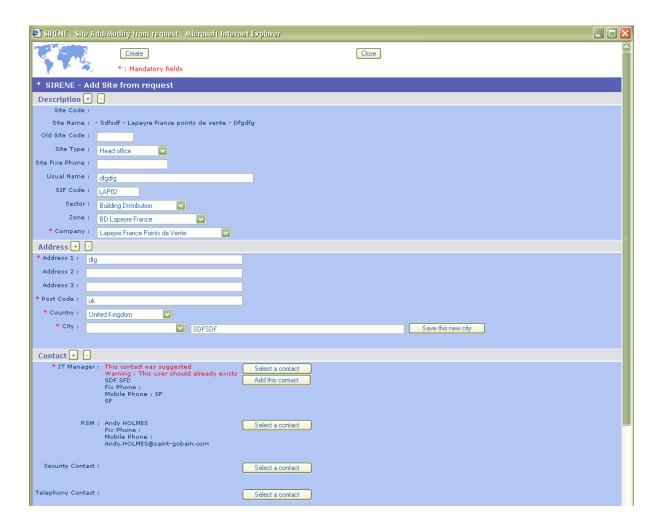


Figure 2. Site Code creation