SIRENE Help Sheet

Object	Users concerned
Site creation request	RSM, CPM, CRM, SGT services

1. Description

A site creation request is a request to SGT Services in order to save a site and to obtain a reference in SIRENE. When site is registered, the applicant gets a site code by a feedback mail.

2. How to access ?

Site creation request is available by the menu 'Request' then 'Site Creation Form'. A form allows us to perform a request.

3. How to use the form ?

Fill a form from up to down with taking care to fill mandatory fields, indicated with a red cross. These fields must be filled to validate your request.

The information to fill :

Old Site code : This information must be filled when the site request subject is a site move.

Site Type : It is a site qualification, for example factories, commerce, etc.

Site Fix Phone : It is the phone number which will be used to DSL eligibility request.

Usual Name : This is the site usual name. Next to site creation in SIRENRE, it will be include in the site name to identify precisely the site.

Company *(SIF code, Sector, Zone, Company) :* Some possibilities to fill the company, you can fill a company id 'SIF Code', the company is so automatically selected. You can also use sector list and zone one in order to limit the company list with the sector and the zone selected.

Site Address (Address1, Address2, Address3, Post code, Country, City):

The address is composed with the following information: the city which should be filled before the city, the form then proposes the city list of the country. In case of city doesn't exist, you must fill the box and click on 'Add a new city name'. To display this box, the city list must be positioned to the void value.
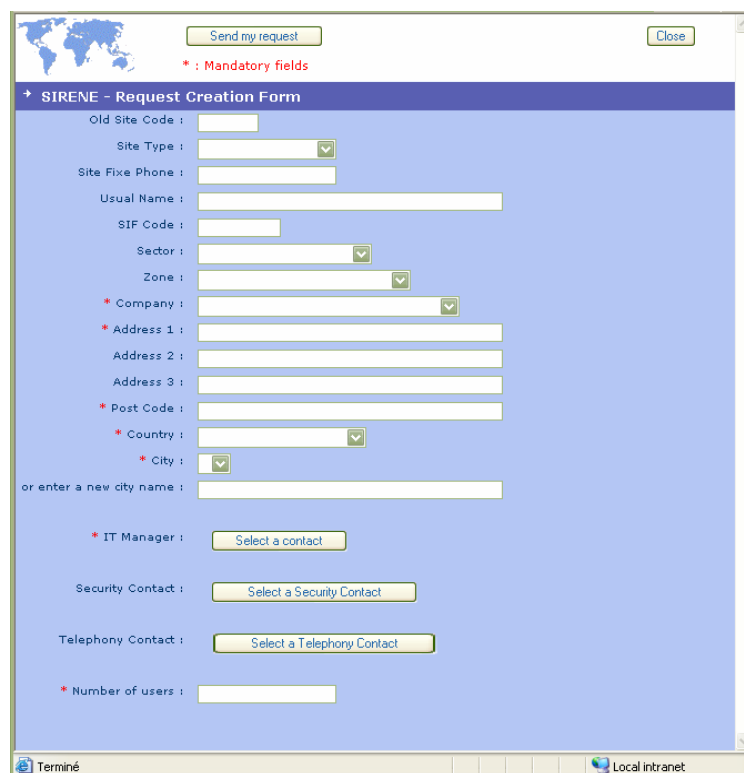
Administrative contacts (IT Manager, Security Contact, and Telephony Contact):

For site creation request, it exists three administrative contacts which IT Manager which is mandatory information.

To inquire a contact, click on the button 'Select a contact'. In the field 'fill a contact name' which have displayed, you must fill a contact name. After filled at least two characters, the form proposes you a contact list which name begins with the characters filled. Next click on the name you want to add. In case of none of the contacts begin with these characters, the form allows you to inquire your contact. So fill information contact (Title, Name, First Name, Email, Fix Phone and Mobile Phone) which should be all completed. When, for example, you don't have the global contact information, fill a dash in the void boxes.

Number of users:

This information, required, is the users' number (equals to the PC numbers) on the site which you have made the request.

The Site creation request form

Duplicate a request:

Take care it is possible to duplicate his request in order to keep some elements (country, IT Manager, sector, zone and company) from the precedent request. In this case, the user should validate his request with « Send my request & Duplicate » button. This action will send the first order and the user will be redirected on the request creation form with information filled.

If you have several request to made, it will be useful to use the "bulk site creation" in the menu "request" (Help sheet 4)