| SIRENE Help Sheet |
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| Object | Users concerned |
|:-:|:-:|
| Manage site modification requests | SGT services |

## 1. Description

In SIRENE application, it is possible to make site modification request. The requests are approved by SGT Services with the management interface of the site modification requests.

## 2. How to access ?

To access it, you must be an administrator. The interface is available from menu 'Request Supervisor' then 'Modification Requests'.

## 3. How to manage site modification requests ?

The modification requests are on 'Incoming' status, before being treated by SGT Services (Figure 1). To manage a request, click on it, the interface (figure 2) gives us the information details on the request. The 'Display site to process modification' button allows you to make modification. Indeed a click on it, gives us an access to the site modification form. After save it, the request modification status change to 'Modification Done'. To finalize the operation, you could send a mail to the applicant to inform him his modification request was done.

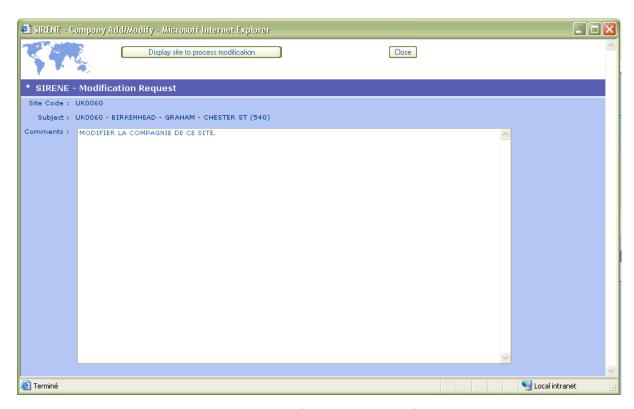It is possible to cancel a modification request with the 'Cancel' button.



Figure 1. Modification requests management

Figure 2. Modification request form