

SIRENE Help Sheet

Object	Users concerned
Site modification request	Users with read only right

1. Description

This function allows a lambda user with read only access to request a modification on a site. It could be a change on the address, on a contact or something else. The request is sent to SGT Services which is in charge of site modification. A feedback mail is sent when the request is done.

2. How to access ?

This function access is made contextually to a site. Indeed, you must be on the site details form of the site you want to suggest a modification. On this window, there is a 'Modification request' button to access another window which permits to fill the request subject and its description in a commentary field.

3. How to use the form ?

To send a request, you must fill the commentary and click on 'Send Request' button. The request is sent to SGT Services which will make the modification on site.

The image shows two overlapping web browser windows from Microsoft Internet Explorer. The background window is titled 'SIRENE - Site Add/Modify - Microsoft Internet Explorer'. It features a 'Save' button, a 'Modification Request' button, and a 'Close' button. Below these is a red asterisk indicating 'Mandatory fields'. The main form is titled 'SIRENE - Modify Site' and includes a 'Description' section with a plus and minus icon. The form fields include: Site Community Code (Manage community), Site Code (FR10), Site Name (FR10), Old Site Code, Site Status (In m), Update Status Date (2007), Site Type, Site Fix Phone (+33), Usual Name (Le), Sector, Zone, Company (Lap), Address (Address 1: Avenue de la Belle, Address 2, Address 3), and Country (France). A 'Terminé' button is at the bottom. The foreground window is titled 'SIRENE - Company Add/Modify - Microsoft Internet Explorer'. It has a 'Send Request' button and a 'Close' button. The main form is titled 'SIRENE - Modification Request' and includes a 'Comments' section with a large text area. A 'Terminé' button is at the bottom. The taskbar at the bottom shows 'Local intranet'.