

SIRENE Help Sheet

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

1. Description

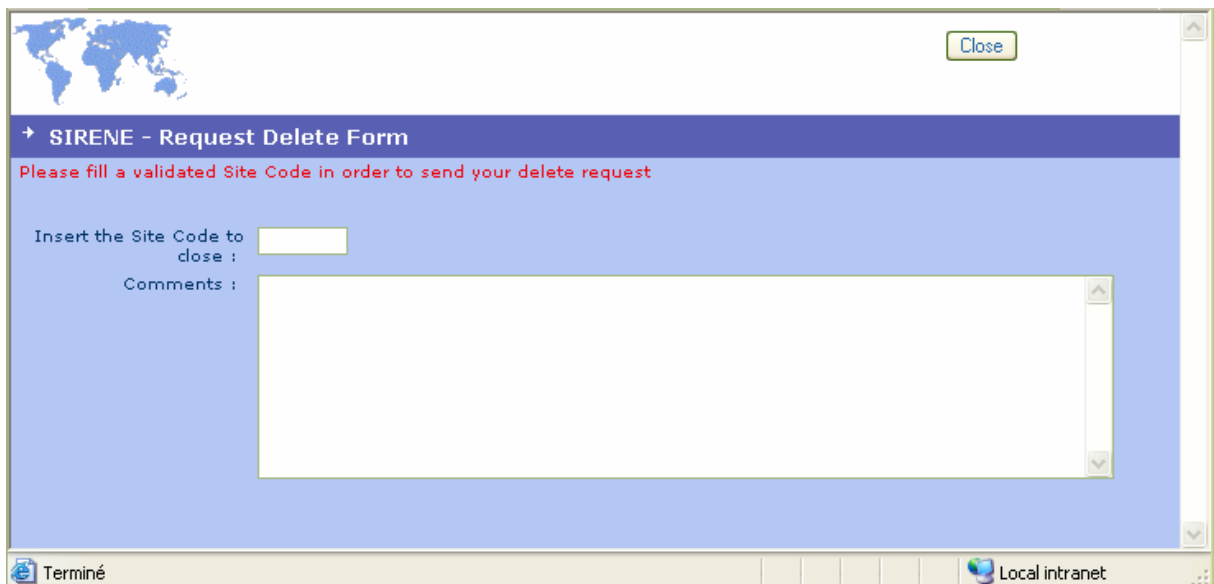
This function permits to make a site closure request to SGT Services. This kind of request is justified when a site is about to be closed. SGT Services process the site closure, and then a feedback mail is sent to the applicant to inform him site closure was done.

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.



The screenshot shows a web browser window with a blue header bar. On the left of the header is a small world map icon, and on the right is a 'Close' button. Below the header, the page title is 'SIRENE - Request Delete Form'. A red instruction line reads: 'Please fill a validated Site Code in order to send your delete request'. The main content area has a light blue background. It contains a label 'Insert the Site Code to close :' followed by a small white text input field. Below this is a label 'Comments :' followed by a large white text area with a vertical scrollbar. At the bottom of the browser window, the taskbar shows a 'Terminé' icon on the left and a 'Local intranet' icon on the right.

Figure 1: Site Closure form

The screenshot shows a web browser window displaying the 'SIRENE - Request Delete Form'. At the top left is a world map icon, and at the top right are two buttons: 'Send my request' and 'Close'. Below the header, a blue bar contains the title 'SIRENE - Request Delete Form'. A red instruction line reads: 'Please fill a validated Site Code in order to send your delete request'. The form fields are as follows:

- SGT Site Name :** BE0012 - Eupen - Wagener jowaco -
- Country :** Belgium
- City :** EUPEN
- Address :** RUE DE HERBESTHAL, 303
- Post Code :** BE - 4700

Below these fields, there is a label 'Insert the Site Code to close :' followed by a text input field containing 'be0012'. Underneath this is a 'Comments :' label followed by a large, empty text area with a vertical scrollbar. The browser's status bar at the bottom shows 'Terminé' on the left and 'Local intranet' on the right.

Figure 2: Site closure form with a valid site code