SIRENE Help Sheet

Object	Users concerned
Process site archive requests	SGT services

1. Description

When a site closed, it is not useful to have it in site reference database. A site archive request is placed by RSM and then SGT services process it thanks to the interface of management of site archive request. The site is archived and SGT services send a mail to the requester to inform him about the archive of his site.

2. How to access ?

You can access to the management of site archive request with the menu 'Requests Supervisor ' and next click on 'Delete Requests' element.

3. How to process archive requests?

At the figure 1, you must display requests whose state is 'incoming'. Indeed, this state value is the one of requests not processed. Then, click on a archive request. Archive a site is possible only if no devices associated with the site in SPO aren't on 'ACTIVE' status. When archive is possible, a button 'Archive this site' displays. A click on this button triggers a archive of the site. Consequently, the state of the request gets 'Site deleted'. If there was no request for a same user, a mail is sent to him automatically and this one informs him that his requests have been processed.

Figure 1. Process of site archive requests