

SIRENE Help Sheet

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.

SIRENE
(Release v1.00 - Optimized for Internet Explorer 6) 6128 sites

Definition Reference Requests Supervisor Request SGT Applications Help Log out

✖ SIRENE - Modification Requests Management

Applicant :
Status : Incoming
Request Date : 2007-11-13 Erase

Search

1 Results

Request List	Request Date	Applicant
UK0060 - Modifier la compagnie de ce si	2007-11-13	HERMAN Jean-François

Cancel

Figure 1. Modification requests management

SIRENE - Company Add/Modify - Microsoft Internet Explorer

Display site to process modification Close

↑ SIRENE - Modification Request

Site Code : UK0060

Subject : UK0060 - BIRKENHEAD - GRAHAM - CHESTER ST (540)

Comments : MODIFIER LA COMPAGNIE DE CE SITE.

Terminé Local intranet

Figure 2. Modification request form