SIRENE Help Sheet

Object	Users concerned
Site modification	RSM, CPM, CRM, SGT services

1. Description

Site modification information on a site (without request) can be done by users with rights modification on site form. This help describes the operation to modify a site.

2. How to access ?

To access a site form, click on 'Site' from 'Definition' menu. The site search screen is now available. With the search criteria, research the site you want to modify information and access it with the 'Modify' button.

3. How to use this form ?

The site form is spitted into 4 sections (Figure 1) : Description, Address, Contacts, Additional Information. Red cross indicate the mandatory fields.

The editable information are :

Site Community Code : This information indicates if the site code is owned by a site community. You can assign a site community to this site with the 'Manage Community' button. The window displayed (Figure 2) shows on the right site community already assigned. It is possible to add a new one with an action on '--->>>' button and 'Save' button.

Old Site code : This information is filled when the site is the move of another site. In this case, old site code must be filled.

Site Type : This is a site qualification (factory, commerce, etc).

Site Fix Phone : This input field is the fix number phone which will be used to DSL eligibility requests.

Usual Name : It will be included in the site name in order to identify it clearly.

Company (SIF code, Sector, Zone, Company) : Further possibilities to inform the company, you can fill a company id 'SIF Code' and the company is so automatically filled or you can select the sector and zone lists in order to limit the company list to the selected ones.

Site Address (Address1, Address2, Address3, Post code, Country, City):

The address is spitted in 6 information. If the city doesn't exist, you have to click on 'Add a new city', fill it in the input area which appears and click on 'Save this new city' button. This city is so created in the country already selected.

Administrative contacts (IT Manager, Security Contact, and Telephony Contact):

There are 3 administrative contacts whose one, IT Manager, which is mandatory information.

To fill in a contact, click on 'Select a contact' button. In the zone 'fill a contact name' which appears, you must indicate a contact name. Two characters are needed to purpose a contact list whose names begin with the characted filled in. If the contact doesn't exist, 'Add new contact' button is displayed to add a new contact in directory.

Number of users:

This information, mandatory, equals the number of personnal computer on the site.

Comments :

Commentary area specifies complementary information on the site.

Once information is modified, click on 'Save' button. The application should so indicate the save has been done with success. ('Action Result ==> Update Successful !!!').

Note it is not possible modify site code field, site name, status, status update date, country and operators on site. On the bottom of the form, two links are available for TIM and SPO applications.
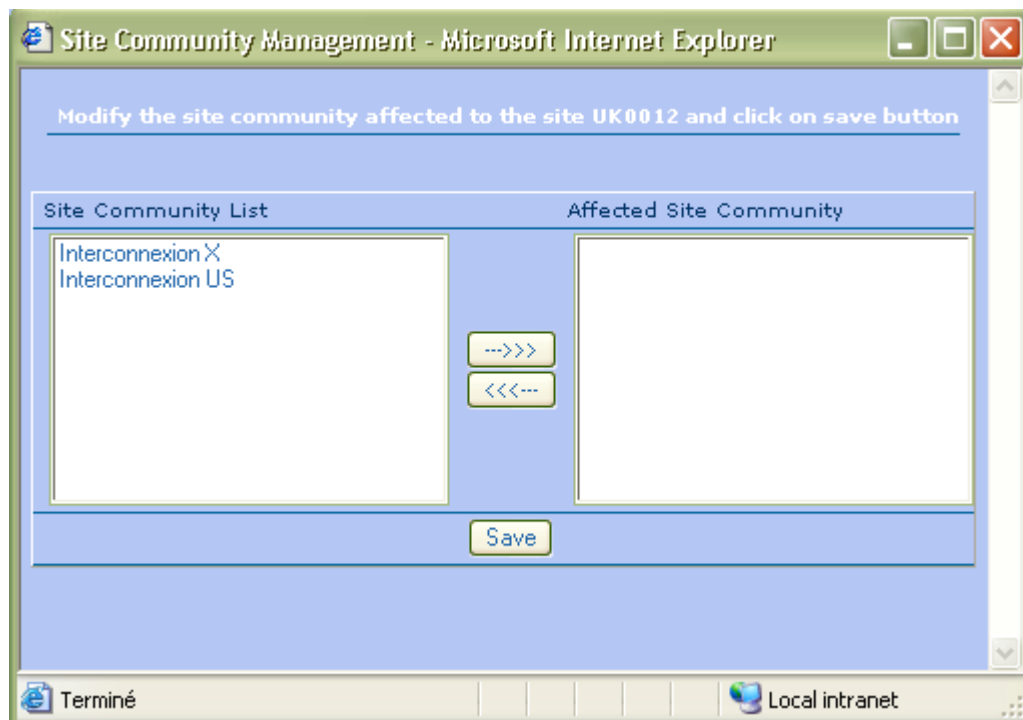
Figure 1. Site modification form

Figure 2. Community site management form to add current site (ex : UK0012)