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========== *Please scroll down for English version* ==========

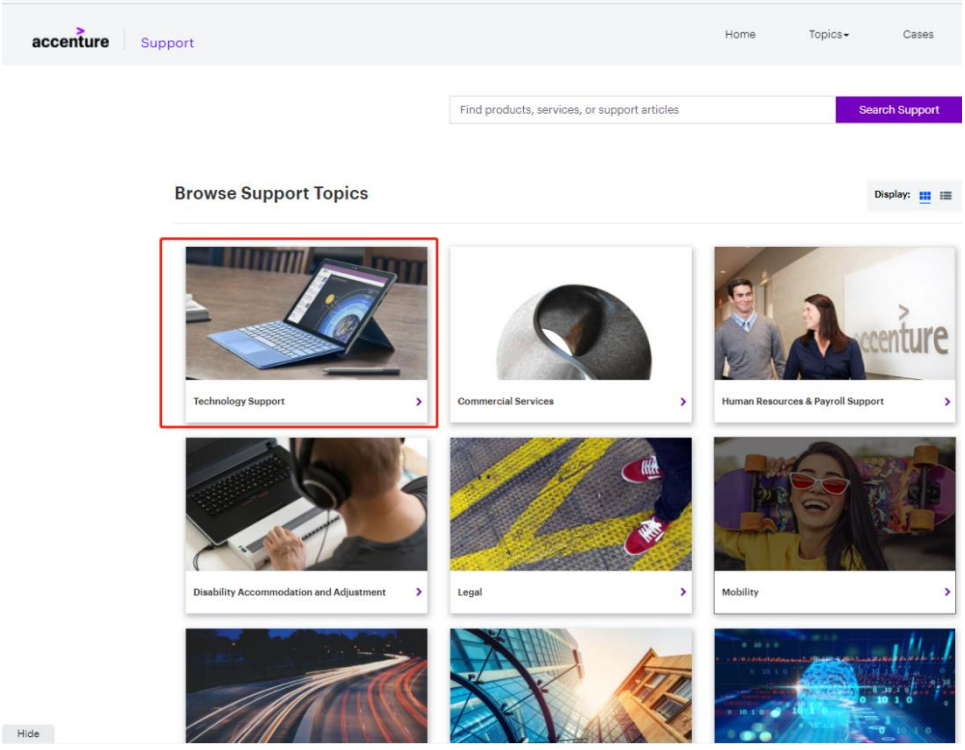
如何提交新建或者更新已有 Share Point：

问题描述:

当用户有需求新建一个 Share Point 用于存储文件或者更新已有 Share Point 信息。

指导步骤：

1. 请打开https://support.accenture.com 并点击**Technology Support**。



2. 看页面最底端，点击**View All Services**

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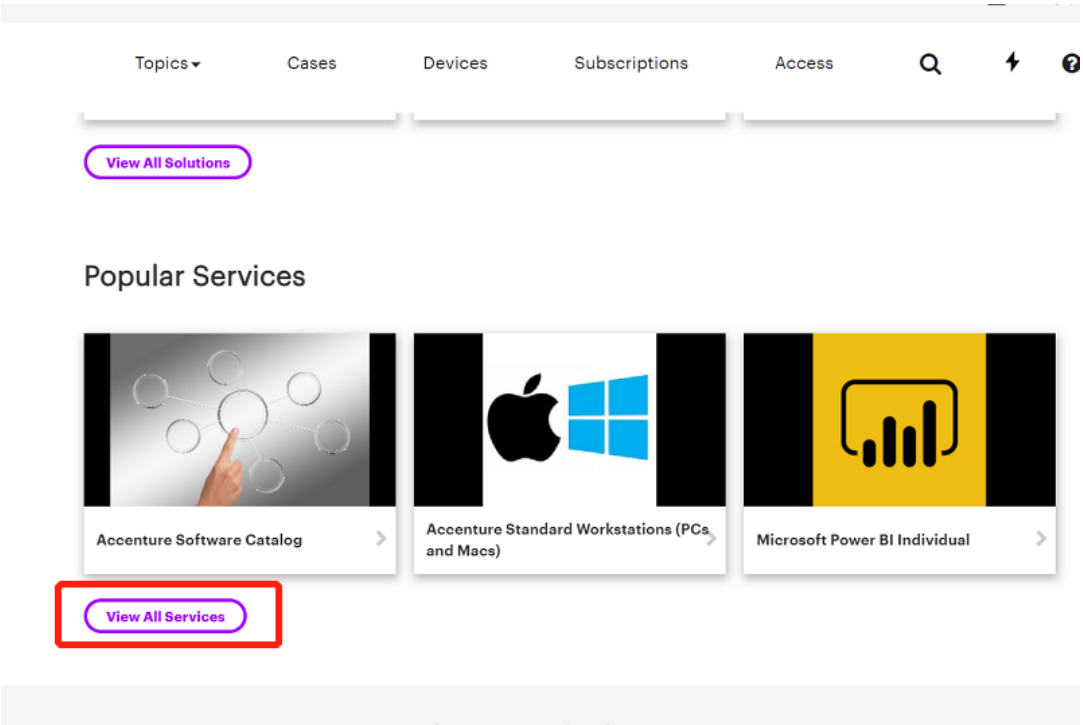
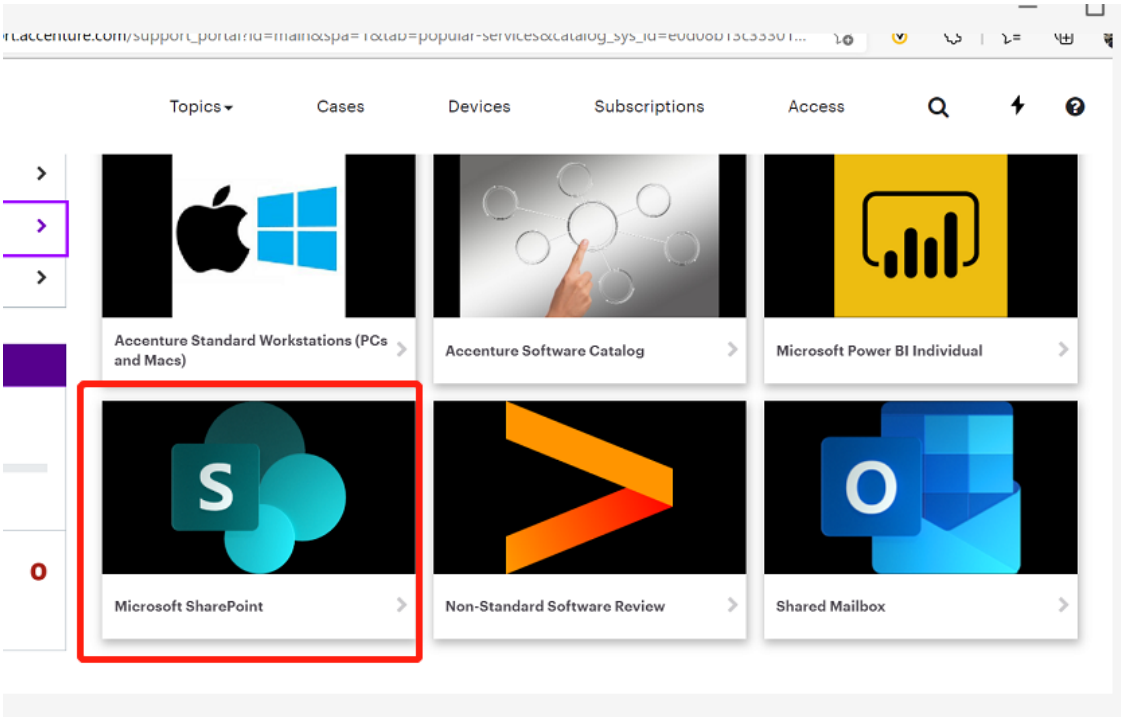


3. 点击 **“Microsoft Share Point”** ，将页面调整到最低端可以看到网页将会跳转至申请表格界面，需要填写必要信息完成申请。



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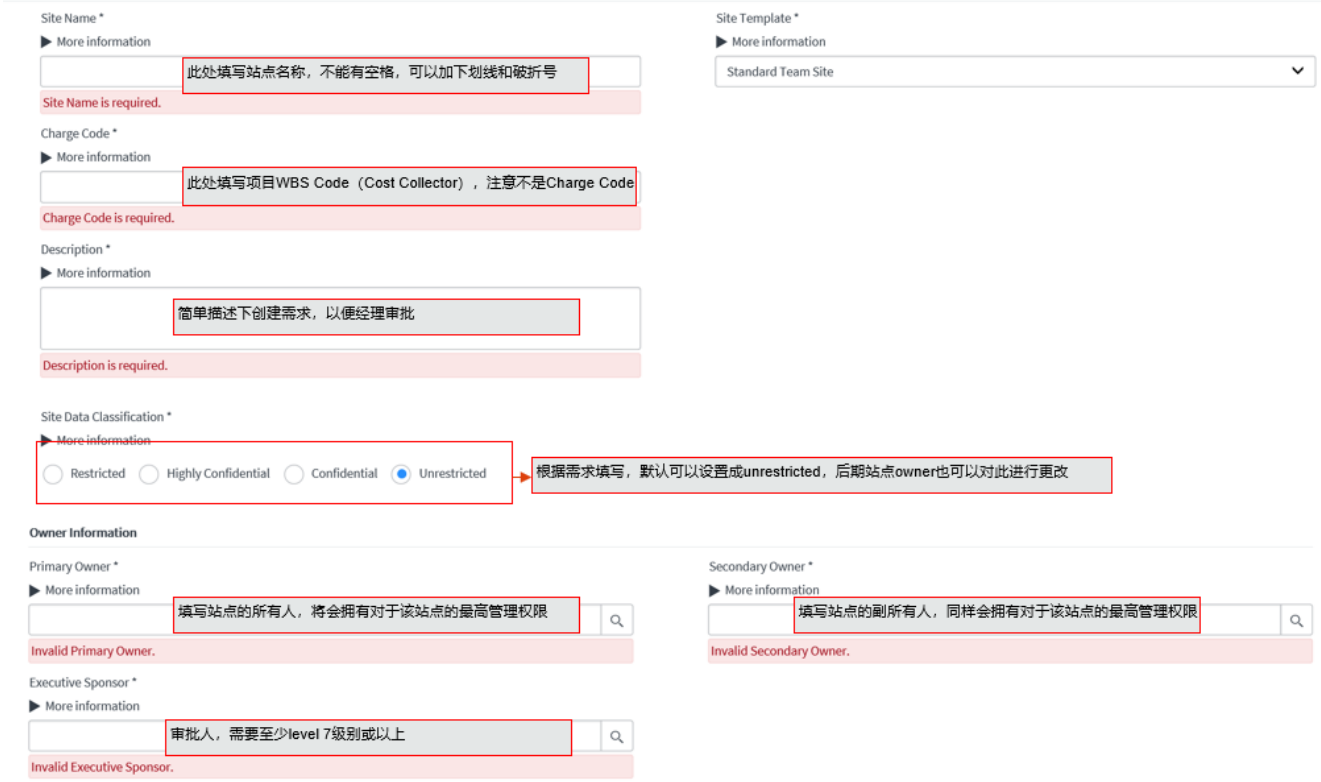

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4. **必要信息填写重点如下：**
    1) **Site Name**: 此处填写站点名称，不能有空格，可以加下划线和破折号
    2) **Charge Code**: 此处填写项目WBS code, 注意不是Change Code
    3) **Description**: 简单描述下创建需求，以便经理审批
    4) **Site Data Classification:** 根据需求填写, 默认可以设置成Unrestricted, 后期站点管理员可以对此进行更改。
    5) **Primarily Owner**：填写站点的管理员，将会拥有对此站点的最高管理权限
    6) **Secondary Owner:** 站点的副所有人，同样对该站点有最高管理权限。
    7) **Executive Sponsor:** 审批人，需要至少level 7 级别或以上

5. **更新Share Point**
    a. 访问此链接 Microsoft SharePoint - Accenture Support
    b. 选择“**Update existing Request**” in Request Action, 通过Site Name 搜索Share Point

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6. **Approve Request** 一旦您的申请表格提交后，您的**批准人**会自动收到一封系统邮件。

CIO ORGANIZATION

THIS IS AN AUTOMATED E-MAIL.PLEASE DO NOT REPLY

Hi svcsmgr110,

This is to notify you that the request below needs your approval.

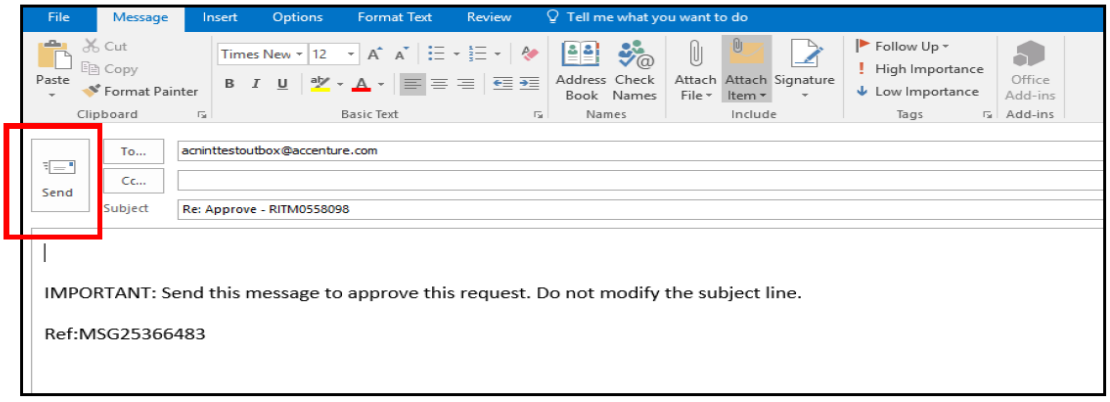
Request Details:

Service Name	Skype for Business - Phone Edition
Request No	RITM0558098
Facility	Cebu eBloc2
WBS	A0030001
Business Unit	
Required by Date	2017-06-29
Priority	Low
Target Response Time (from/once approved)	Within 2 business days
Target Resolution Time (from/once approved)	Within 7 business days

Approve Reject Request Clarification

For questions, please contact your usual support channels. To view your Request, click on the link below.
RITM0558098

批准人根据邮件内容里涉及的申请信息，可以选择**Approve, Reject, or Request Clarification**，点击电子邮件中相应的链接。点击链接后，一封电子邮件将根据审批人的决定自动生成。审批人需要点击Send来处理决定。



注：审批人也可通过埃森哲支持中心进行审批。单击Tickets然后单击Approvals以查看未完成的审批并对其采取操作。

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========== *中文版本，请参阅上文* ==========

How to Apply a new SharePoint:

Issue of Description:

When user want to create a shared site to storage project data or update exist one.

Solution:

Create Request

1. Go to https://support.accenture.com and click **Technology Support**.

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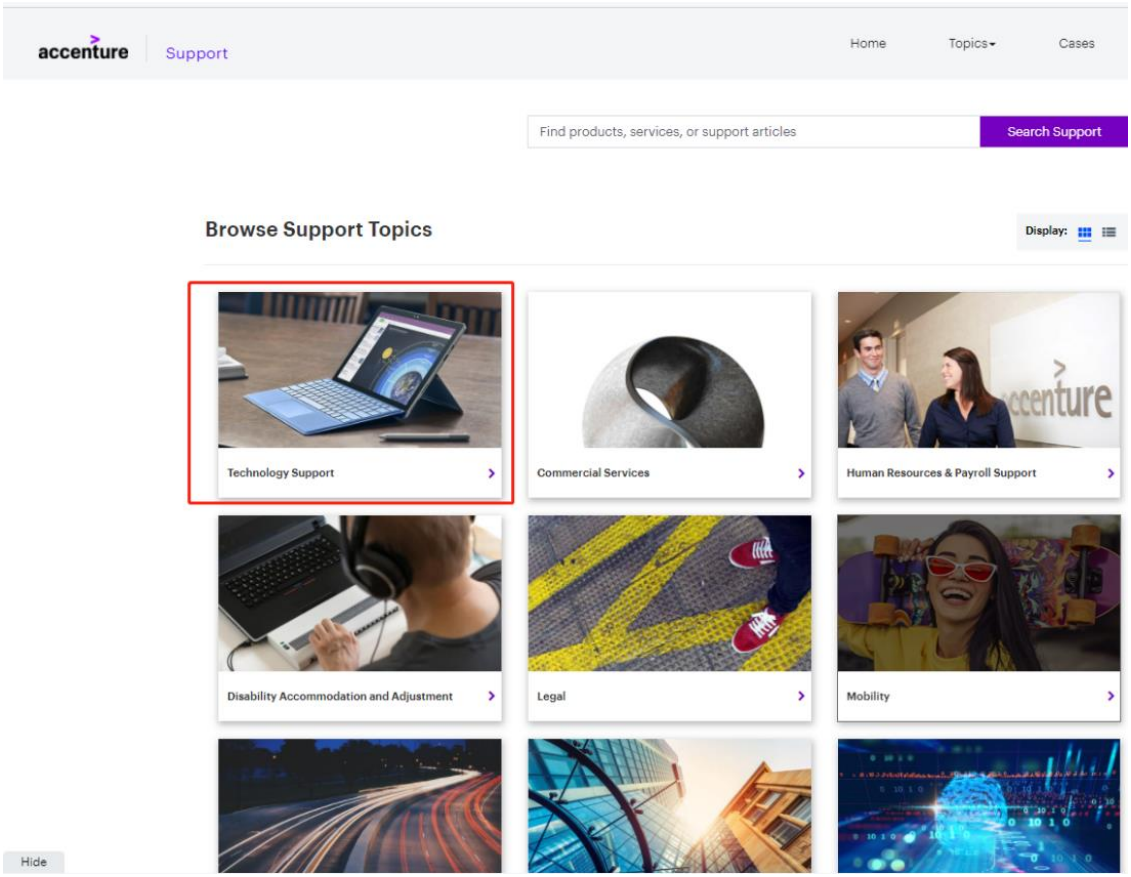

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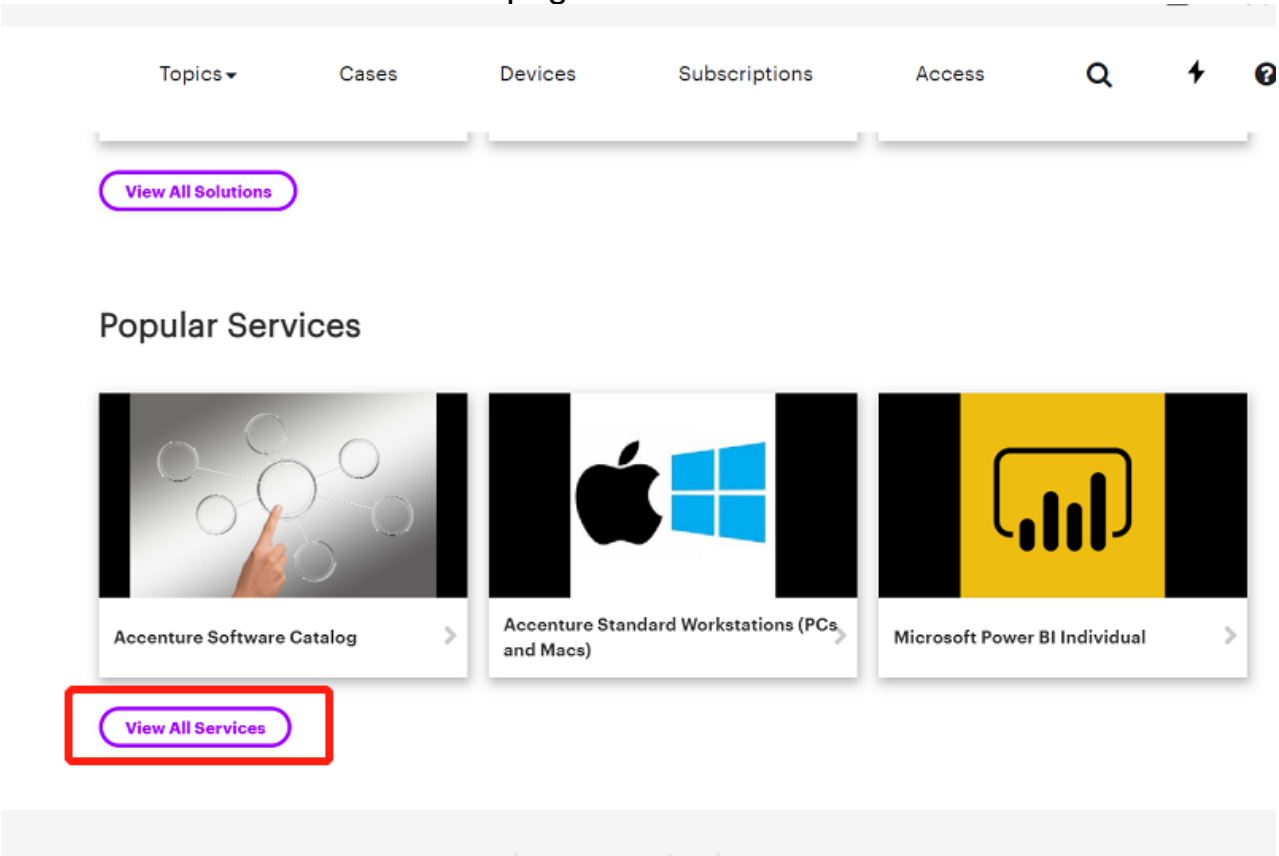
2. Please click the bottom of this page to click **View All Services**



3. Click **“Microsoft SharePoint”,** you will be directed to the request form. Populate the fields as necessary.

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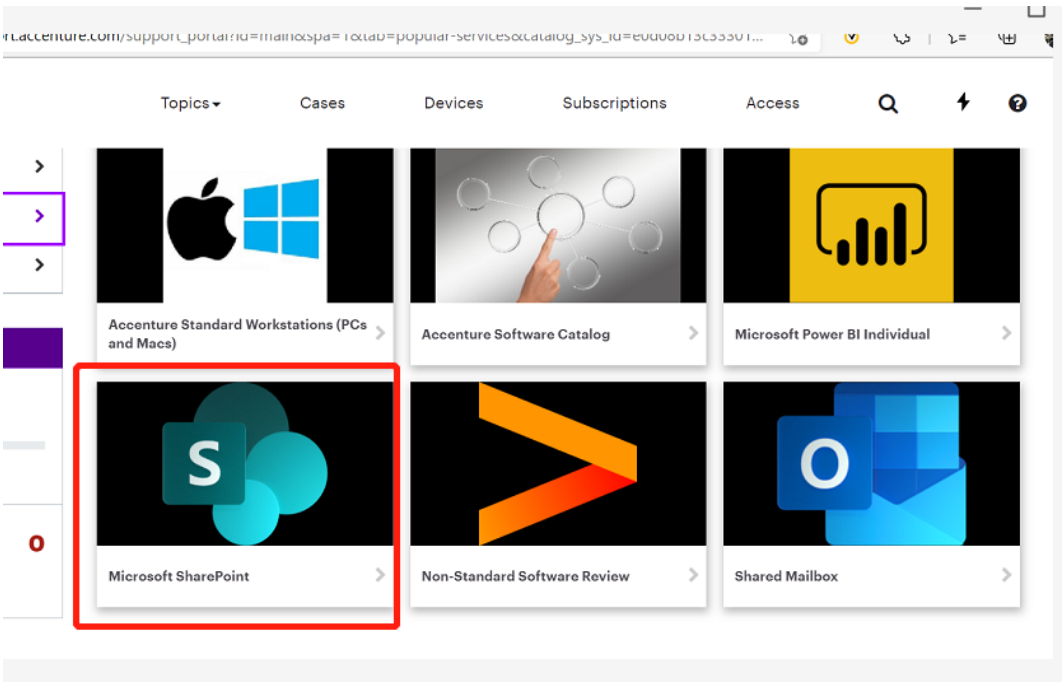

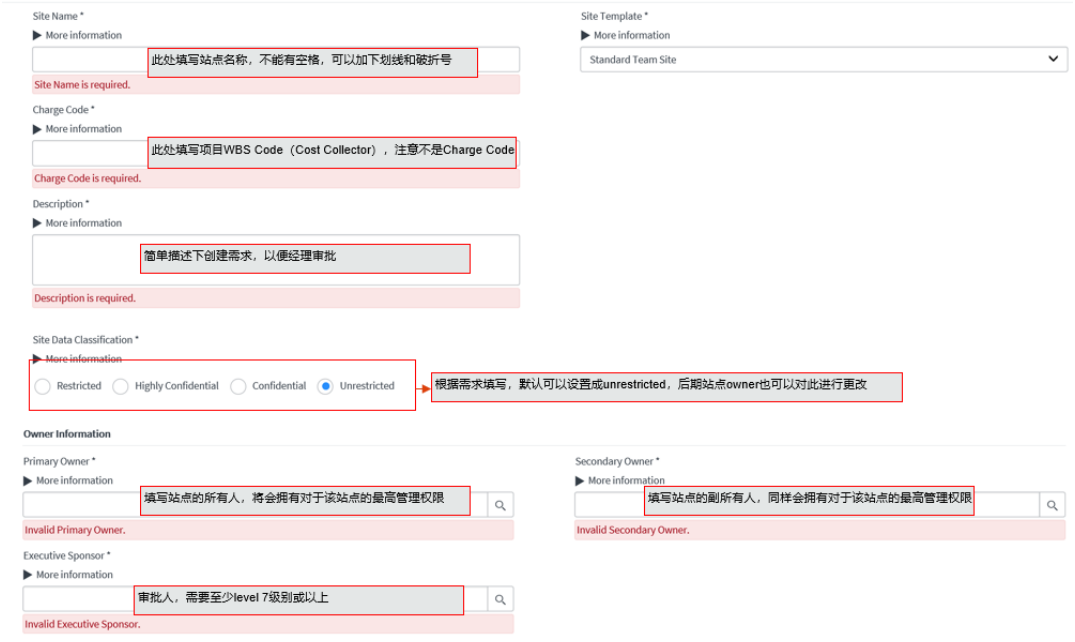

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4. **The necessary information is filled in as follows:**
    1) **Site Name**: Fill in the site name here, there can be no spaces, you can underline and dash
    2) **Charge Code**: Fill in the item WBS code here, note that it is not Change Code
    3) **Description**: Create a requirement under a brief description for manager approval
    4) **Site Data Classification:** Fill in according to the requirements, the default can be set to Un restricted, and the site administrator can change this later.
    5) **Primarily Owner**: The administrator of the site will have the highest administrative privileges over the site
    6) **Secondary Owner: The** deputy owner of the site, who also has the highest administrative privileges for the site.
    7) **Executive Sponsor:** Approver, who needs to have at least level 7 or above

5. **Update Share Point**
    a. Access this link below [Microsoft SharePoint - Accenture Support]
    b. Choose“**Update existing Request**” in Request Action, by Site Name search Share pint

6. **Approve Request**

The **Approver** will receive an automated email notification from the CIO Organization once the request is submitted.

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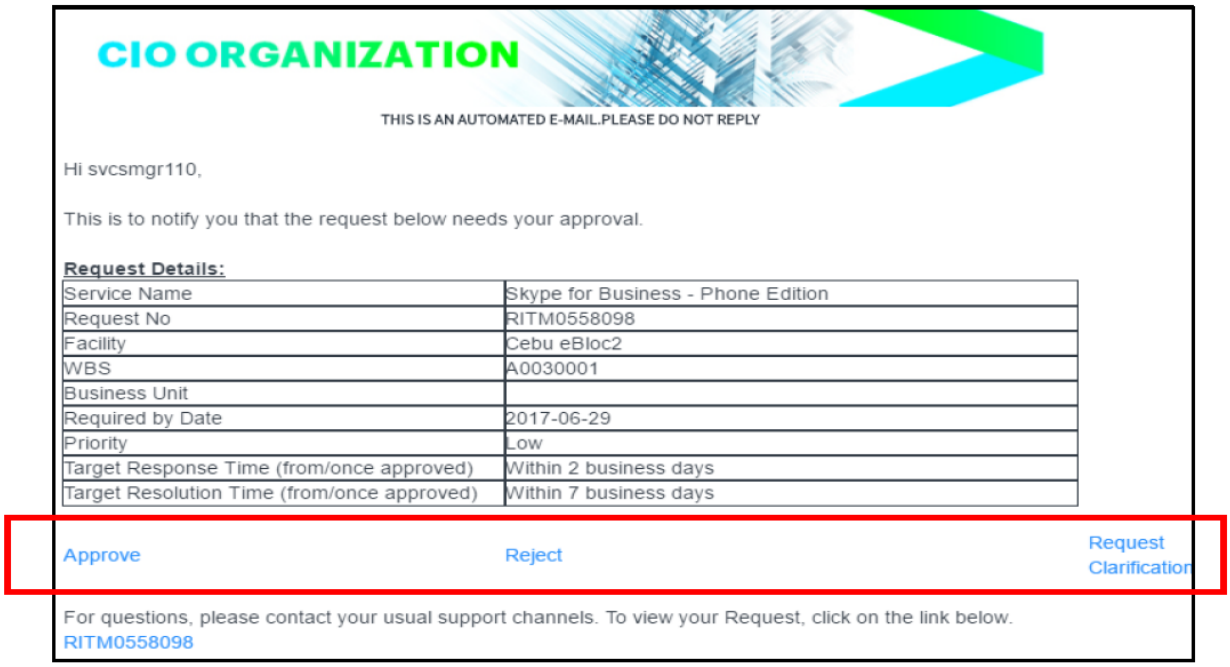


CIO ORGANIZATION

THIS IS AN AUTOMATED E-MAIL.PLEASE DO NOT REPLY

Hi svcsmgr110,

This is to notify you that the request below needs your approval.

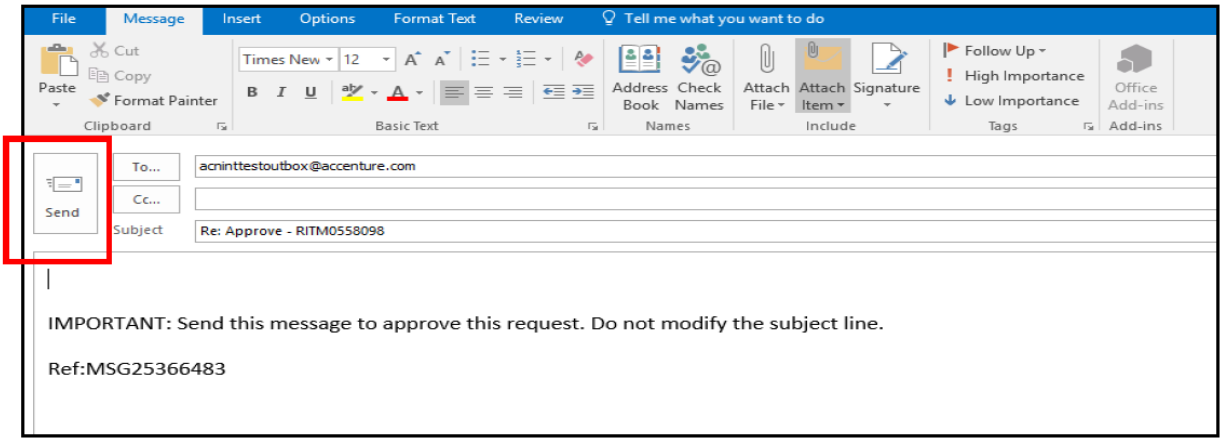
Request Details:

Service Name	Skype for Business - Phone Edition
Request No	RITM0558098
Facility	Cebu eBloc2
WBS	A0030001
Business Unit	
Required by Date	2017-06-29
Priority	Low
Target Response Time (from/once approved)	Within 2 business days
Target Resolution Time (from/once approved)	Within 7 business days

Approve Reject Request Clarification

For questions, please contact your usual support channels. To view your Request, click on the link below.
RITM0558098

The email will include details on the request. Upon reviewing, approver may choose to **Approve, Reject, or Request Clarification.** Click the appropriate link directly in the email.
Upon clicking link, an email will automatically generate based on approver's decision. **The Approver need to click Send for the decision to process.**



File Message Insert Options Format Text Review Tell me what you want to do

Paste Cut Copy Format Painter — Clipboard

Times New 12 — Basic Text

Address Book Check Names — Names

Attach File Attach Item Signature — Include

Follow Up High Importance Low Importance — Tags

Office Add-ins — Add-ins

Send

To... acninttestoutbox@accenture.com

Cc...

Subject Re: Approve - RITM0558098

IMPORTANT: Send this message to approve this request. Do not modify the subject line.

Ref:MSG25366483

Note: Approver also approve through Accenture Support. Click Tickets and then Approvals to view and take action on outstanding approvals.

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