

ICR Request List Quick Help

This is an excerpt from the ICR Guide (Section 13)

1. ICR Request List

The VistA Office, Change Management pillar, ICR Team uses the ICR Request List to manage the ICR Requests submitted from the ICR Request Intake Form. The ICR Request List is available to any product teams who may want to look up activity related to an ICR.

1.1. How to Access the ICR Request List

The Edge or Chrome internet browser is recommended to access the ICR Request List. Internet Explorer will not work properly with Sharepoint tools.

The ICR Request List link can be accessed from the following Sharepoint pages:

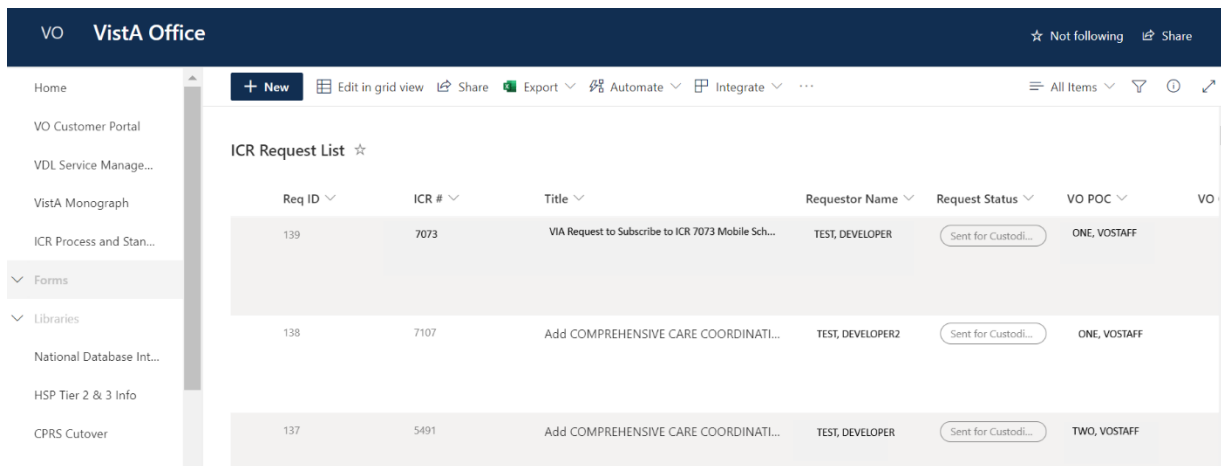
- VistA Office Customer Portal Sharepoint Page [VistA Office Customer Portal \(sharepoint.com\)](#)
- ICR Process and Standards Sharepoint Page [ICR Process and Standards \(sharepoint.com\)](#)
Note: The ICR Team recommends the user save this link to the user's Favorites folder.

The direct link to the ICR Request List is [VistA Office - ICR Request List - All Items \(sharepoint.com\)](#).

1.2. ICR Request List - Example

An example of the ICR Request List display is shown in Figure 5.

Figure 5: ICR Request List



VO VistA Office						
☆ Not following Share						
+ New Edit in grid view Share Export Automate Integrate ... All Items Filter Refresh Link						
Home VO Customer Portal VDL Service Manage... VISTA Monograph ICR Process and Stan... Forms Libraries National Database Int... HSP Tier 2 & 3 Info CPRS Cutover						
ICR Request List ☆						
Req ID	ICR #	Title	Requestor Name	Request Status	VO POC	VO
139	7073	VIA Request to Subscribe to ICR 7073 Mobile Sch...	TEST, DEVELOPER	Sent for Custodi...	ONE, VOSTAFF	
138	7107	Add COMPREHENSIVE CARE COORDINATI...	TEST, DEVELOPER2	Sent for Custodi...	ONE, VOSTAFF	
137	5491	Add COMPREHENSIVE CARE COORDINATI...	TEST, DEVELOPER	Sent for Custodi...	TWO, VOSTAFF	

The columns displayed in the list includes fields from the submitted ICR Request AND fields created for the VistA Office ICR Team to manage the ICR Request.

The sequence of the columns presented is from left to right, where the first 4 columns are the key fields that identify the ICR Request. After these identifying field columns, the ICR Team's key

tracking columns are added based on fields the ICR Team uses to manage activity related to the ICR request.

The following summarizes the key columns to help identify the ICR Request and view the current activity related to the request:

Req ID	Unique number assigned to the ICR Request for tracking purposes
ICR #	ICR identified in the ICR Request
Title	Title of Request in the ICR request
Requestor	Requestor in the ICR Request
Request Status	ICR Request Status
VO POC	VO ICR Team Point of Contact assigned to the ICR Request
VO Comments	ICR Team comments to summarize activity

Followed by the remaining fields from the ICR Request which are viewable by scrolling to the right on the page.

The columns can be used to filter the ICR requests, as needed.

NOTE: Restrictions on what to **NOT** do from the opened ICR Request Status View:

- DO NOT use the NEW button on the ICR Request List to submit a new ICR Requests. Entering a new ICR should only be done by using the ICR Request Intake Form [Vista Office - Integration Control Registration \(ICR\) Request Intake Form \(sharepoint.com\)](#).

1.3. Open ICR Request to view ICR activity

In addition to the list view, the user can open a specific ICR Request to view the status and activity related to the ICR request. The user can find the ICR Request of interest in the list using column filters such as ICR #. Right click on the Title for the list entry and select Open.

This opens a view of the ICR Request which includes Status information. This is for View only purposes by individuals who are not members of the ICR Team.

Restrictions on what to **NOT** do from the opened ICR Request Status View:

- DO NOT use the Edit Item and Delete Item actions on the top menu of the page. These are for use by the ICR Team only.

If modifications are needed, please communicate the change in a Reply to All response to the email message string for the ICR Request. During the review process of the original ICR requests, it is common to have recommendations that are changes from the original request. The email responses are effective to track the evolution of changes. Edits to an ICR Request entry, after the initial ICR Request submission, should only be entered by the ICR Team.

The ICR Request Status View display is shown in Figure 6

Figure 6: ICR Request Status View

Title of Request	VIA Request to Subscribe to ICR 7073 for Mobile Scheduling Applications
Date of Request	12/01/2021
Requestor	TEST, DEVELOPER
Project Manager	ONE, PROJECTMANAGER
Additional Recipients (GAL entries)	TEST, DEVELOPER2
Additional Recipient Email(s)	PROJECTMANAGER2@EXAMPLE.COM
Detailed Description of Request NDAA is supporting SOMNOWARE sleep study, utilizing VIA services. Mobile Applications Scheduling Application Suite is using this RPC through the ViaA Integration Adaptor's VIA8 namespace, for a new Application under development (Somnoware), planned for VIA8*1.0*23. (VIA Java code released separate from ViaA patch)	
IOC Date	3/15/2022
Project	
Patch(es)	VIA8*1.0*23
ICR Number	7073
Custodial Package	SCHEDULING
Subscribing Package	VIA
Software Class	
Type	Remote Procedure Call
Other Type	
VO ICR STAFF ONLY	
Request ID	96
Request For	<input type="checkbox"/> Add Subscriber
What is being Accessed	RPC
Custodial Reviewer	ONE, CUSTODIALSME
Assigned To	ONE. VOSTAFF
VO Comments	
Priority	
Attachments	
VO Request Status:	Sent for Custodial Review
VO Received	12/1/2021
VO Assigned	12/1/2021
VO Withdrawn	
VO Msg Attached	
VO Completed	
Outlook Actions:	
Sent to Custodian	12/2/2021
Cust Approval	
Cust Deny/Alt Prop	
Sent VO Next Action	
Final Action Msg	
Msg String Captured	
FORUM Action Dates:	
Deactivated	
Activated	
Subscriber Added	
Withdrawn	
Retired/Decom	