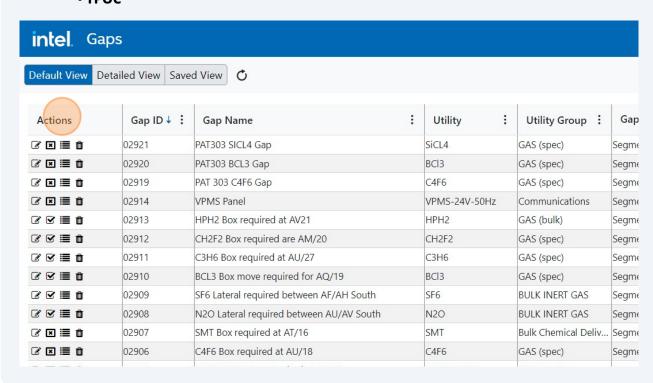
How to work with options under Actions column in each view?



This guide explains how to work with the options under the Actions column in each view of the application interface. It provides step-by-step instructions on how to edit, open, close, and delete a gap ticket. It also explains how to add and delete TPOCs (Technical Points of Contact) associated with a gap, as well as how to export a list of added TPOCs. Additionally, it mentions the automatic email notifications that are sent when a gap is opened, closed, or edited. Overall, this guide is useful for anyone who needs to navigate and perform various functions related to gap tickets in the application.

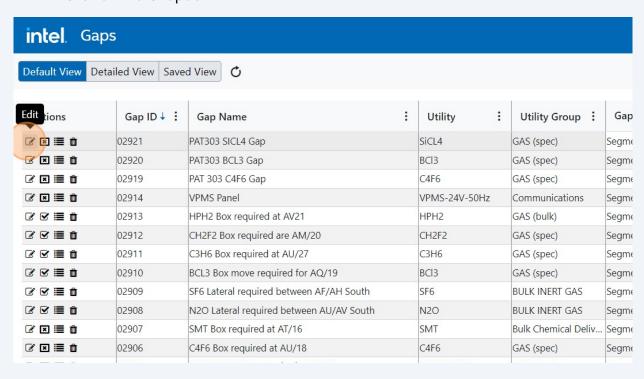
- Each view (Default, Detailed, Saved views) in the application interface has **Actions** column. We can see below options under this column using which users can perform some functions on a particular gap. The options are as follows:
 - Edit
 - Open Gap
 - Close Gap
 - Delete Gap
 - TPOC



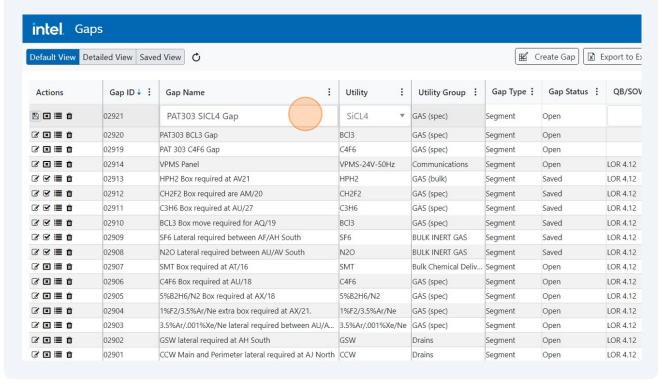
2 EDIT a Gap Ticket

Edit option allows the user to edit the Gap ticket. This option will be available only for the Gaps in "Saved" and "Open" status.

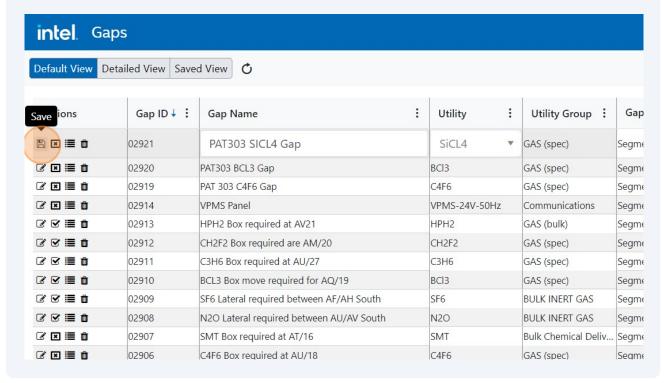
Click on "Edit" option



4 Upon clicking the Edit icon, the fields of the selected gap will be made editable as per their field type.



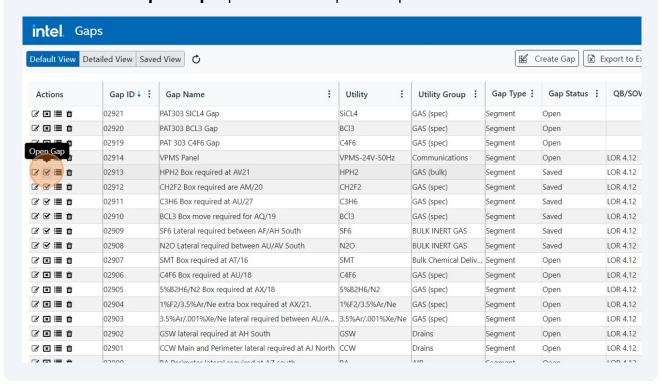
Update / change the values in editable fields and click the Save icon to save the updated values in the Gap ticket.



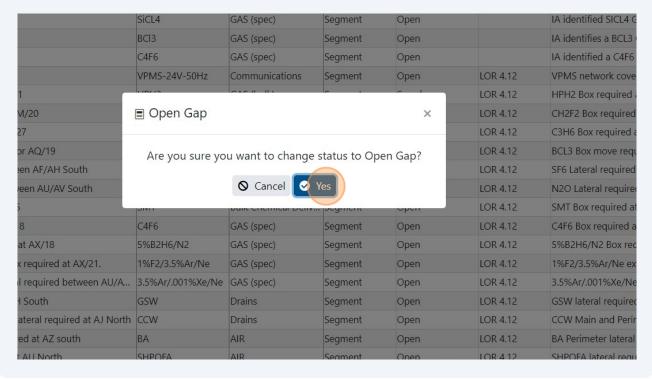
6 OPEN a Gap Ticket

Open Gap option allows the user to submit the Gap ticket. This option will only be available for the Gaps with Gap Status as "Saved" and will change the status to "Open."

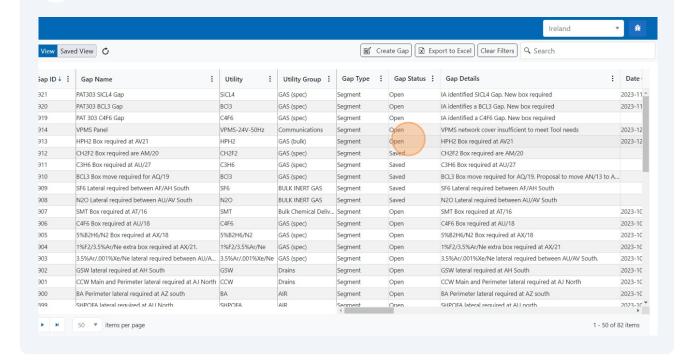
Click on "Open Gap" option on the required Gap.



A confirmation message opens up. If you are sure to change the Gap Status to Open, click "**Yes**"



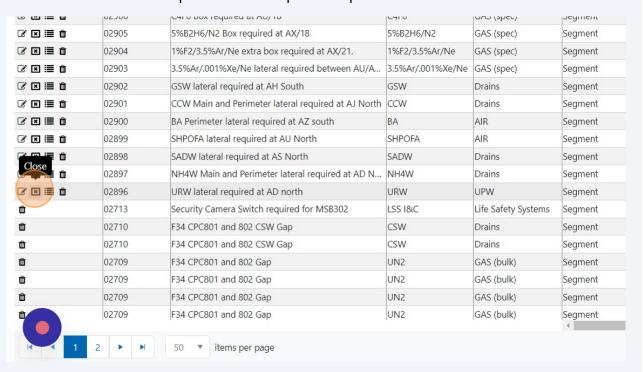
9 Upon clicking "Yes", the status of the Gap ticket will change to "Open".



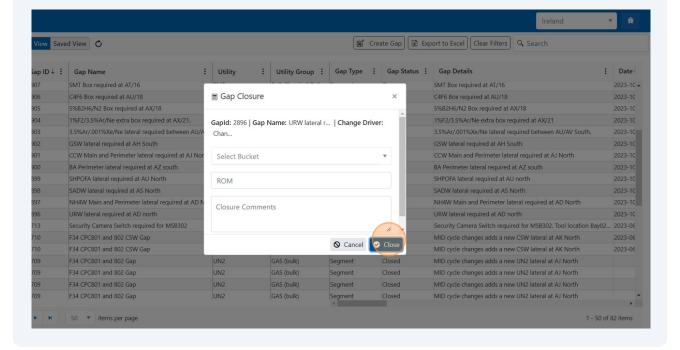
10 Closing the Gap Ticket

Close option allows the user to close the Gap ticket. This option will be available for the Gaps in "Open" status.

Click on "Close" option on the required Gap.



A **Gap Closure** pop-up window appears. Select the bucket, ROM, and enter Closure Comments if any, and click the **Close** button.



As soon as the Gap gets closed, a flash message appears that the "Gap closed successfully" and the Gap Status will change to "Closed".

пен	Ореп	CCVV IVIAIII and renineter lateral required at AD IVOITII	
ment	Open	BA Perimeter lateral required at AZ south	
ment	Open	SHPOFA lateral required at AU north	
ment	Open	SADW lateral required at AS North	2023-10
ment	Open	NH4W Main and Perimeter lateral required at AD North	
ment	Closed	URW lateral required at AD north	2023-10
ment	Closed	Security Camera Switch required for MSB302. Tool location Bay02	
ment	Closed	MID cycle changes adds a new CSW lateral at AK North	
ment	Closed	MID cycle changes adds a new CSW lateral at AK North	2023-06
ment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
ment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
ment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
ment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	



:	Utility :	Utility Group	Gap Type	Gap Status	Gap Details	Date
	SMT	Bulk Chemical Deliv	Segment	Open	SMT Box required at AT/16	2023-10
	C4F6	GAS (spec)	Segment	Open	C4F6 Box required at AU/18	2023-10
8	5%B2H6/N2	GAS (spec)	Segment	Open	5%B2H6/N2 Box required at AX/18	2023-10
red at AX/21.	1%F2/3.5%Ar/Ne	GAS (spec)	Segment	Open	1%F2/3.5%Ar/Ne extra box required at AX/21	2023-10
ed between AU/A	3.5%Ar/.001%Xe/Ne	GAS (spec)	Segment	Open	3.5%Ar/.001%Xe/Ne lateral required between AU/AV South.	2023-10
	GSW	Drains	Segment	Open	GSW lateral required at AH South	2023-10
equired at AJ North	CCW	Drains	Segment	Open	CCW Main and Perimeter lateral required at AJ North	2023-10
Z south	BA	AIR	Segment	Open	BA Perimeter lateral required at AZ south	2023-10
orth	SHPOFA	AIR	Segment	Open	SHPOFA lateral required at AU north	2023-10
h	SADW	Drains	Segment	Open	SADW lateral required at AS North	2023-10
required at AD N	NH4W	Drains	Segment	Open	NH4W Main and Perimeter lateral required at AD North	2023-10
	URW	UPW	Segment	Closed	URW lateral required at AD north	2023-10
for MSB302	LSS I&C	Life Safety Systems	Segment	Closed	Security Camera Switch required for MSB302. Tool location Bay02	2023-06
	CSW	Drains	Segment	Closed	MID cycle changes adds a new CSW lateral at AK North	2023-06
	CSW	Drains	Segment	Closed	MID cycle changes adds a new CSW lateral at AK North	2023-06
	UN2	GAS (bulk)	Segment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
	UN2	GAS (bulk)	Segment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
	UN2	GAS (bulk)	Segment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	
	UN2	GAS (bulk)	Segment	Closed	MID cycle changes adds a new UN2 lateral at AJ North	

14 Delete Gap Ticket

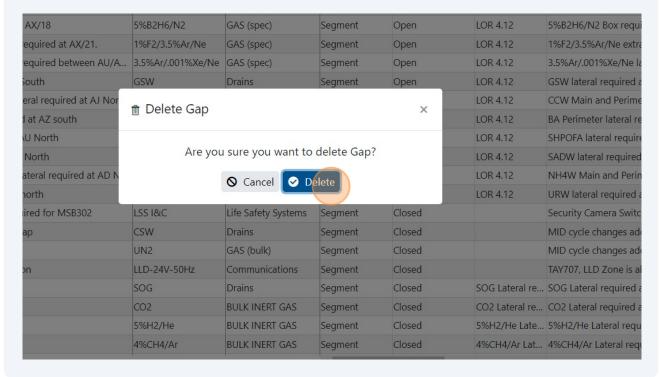
Delete option allows the user to delete the Gap ticket.

Click on "**Delete**" option on the required Gap.

<u> </u>	02900	C4F6 DOX required at AO/ 16	C4F0	GA2 (shec)	segme
♂ 🗷 🗏 🛍	02905	5%B2H6/N2 Box required at AX/18	5%B2H6/N2	GAS (spec)	Segme
♂⊠≣±	02904	1%F2/3.5%Ar/Ne extra box required at AX/21.	1%F2/3.5%Ar/Ne	GAS (spec)	Segme
♂ 🗷 🗏 🛍	02903	3.5%Ar/.001%Xe/Ne lateral required between AU/A	3.5%Ar/.001%Xe/Ne	GAS (spec)	Segme
♂⊠≣	02902	GSW lateral required at AH South	GSW	Drains	Segme
ø 🗷 🗏 🛍	02901	CCW Main and Perimeter lateral required at AJ North	CCW	Drains	Segme
♂ ■ 🗎 🛍	02900	BA Perimeter lateral required at AZ south	BA	AIR	Segme
 × ≔ •	02899	SHPOFA lateral required at AU North	SHPOFA	AIR	Segme
☑ 🗷 . Delete	02898	SADW lateral required at AS North	SADW	Drains	Segme
♂ ■ 🗐 🗎	02897	NH4W Main and Perimeter lateral required at AD N	NH4W	Drains	Segme
â ·	02896	URW lateral required at AD north	URW	UPW	Segme
Û	02713	Security Camera Switch required for MSB302	LSS I&C	Life Safety Systems	Segme
ū	02710	F34 CPC801 and 802 CSW Gap	CSW	Drains	Segme
ū	02709	F34 CPC801 and 802 Gap	UN2	GAS (bulk)	Segme
ū	02681	LLD additional Zone Extension	LLD-24V-50Hz	Communications	Segme
Û	02619	SLP808 SOG Lateral	SOG	Drains	Segme
Û	02617	REX719 CO2 Lateral	CO2	BULK INERT GAS	Segme
â	02616	TSP802 5%H2/He Lateral	5%H2/He	BULK INERT GAS	Segme
Û	02615	REX715 4%CH4/Ar Lateral	4%CH4/Ar	BULK INERT GAS	Segme

A **Delete Gap** confirmation pop-up appears. And if you are sure to delete the selected Gap, click **Delete**, and the Gap gets removed.

The gap status will be saved as D and not displayed on the Gaps Dashboard.



17 Gap Email

Whenever a Gap is Opened, Closed or Saved Gap is edited, a defined set of users will get an automatic email having the below details:

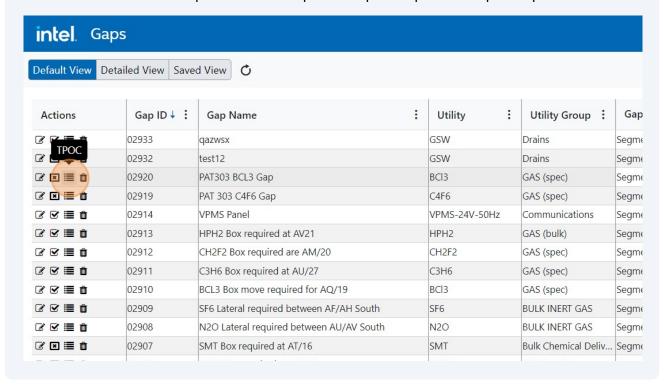
- Gap Id
- Gap Name
- Gap Type
- Facility
- Domain
- Utility
- Utility Group
- QB/SOW
- Change Driver
- Gap Details

The email also comprises the link to the detailed view of the associated Gap.

18 трос

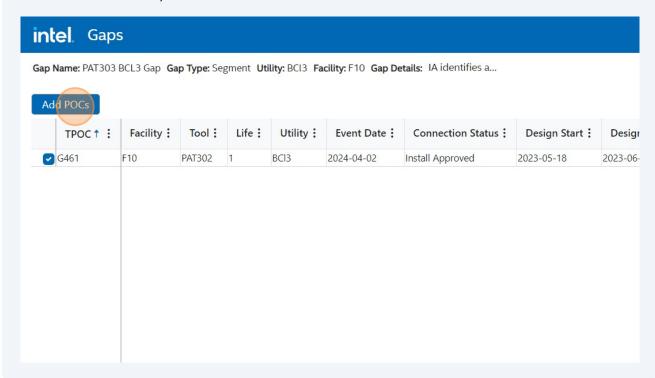
TPOC option redirects the user to the Gap screen, where the TPOC details associated with the Gap can be seen, and TPOC can be added or removed from the selected Gap. This option will not be available for the Gaps in "Closed" status.

Click on "TPOC" option on the required Gap. A Gap screen opens up.

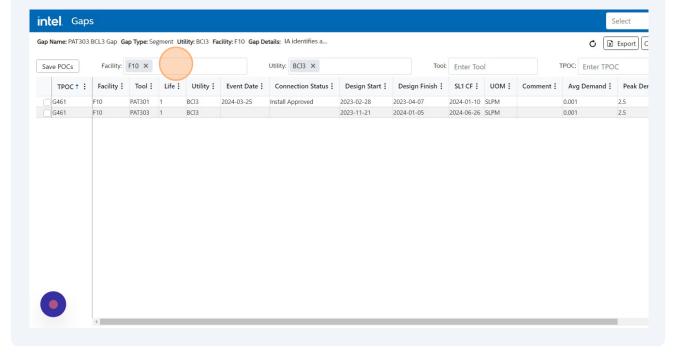


20 Add TPOC

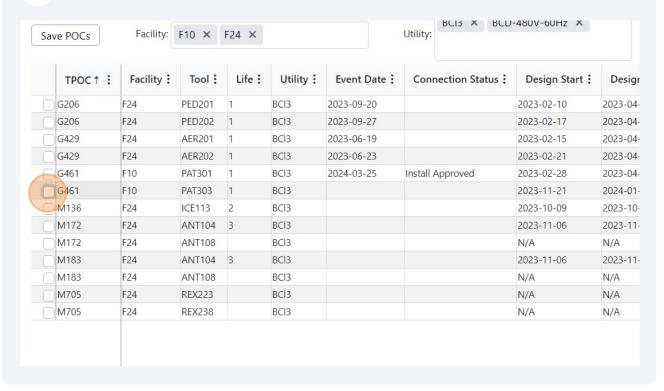
To add TPOC, click on the "Add POCs" button.



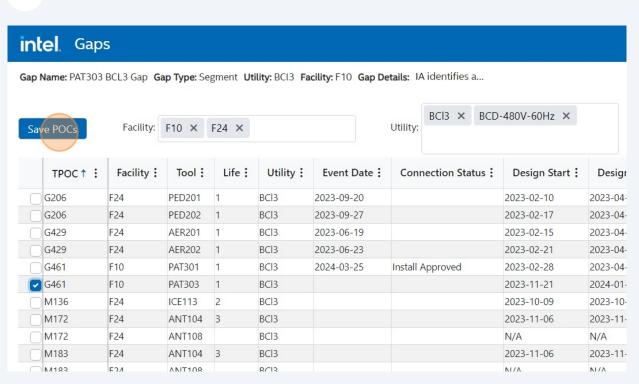
A new screen displaying all the available TPOCs according to the search made. The search options available are Facility, Utility, and Tool. The Facility and Utility filters are prefilled with the selected Gap details for quick filtration. Through these search options, the user can search the required list of TPOC. These search bars help users select the option via dropdown through partial type capability.



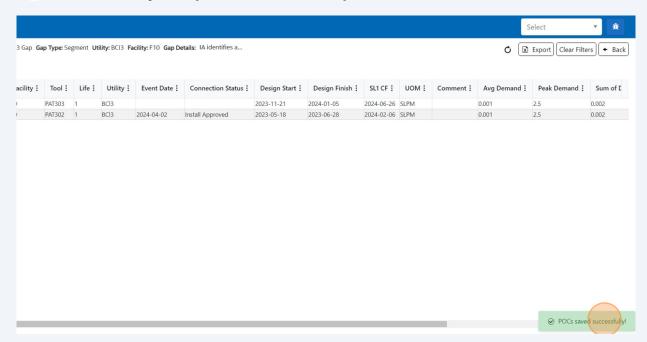
22 After searching for the TPOCs, select the TPOC you want to add.



23 Click "Save POCs" button to add the POC.

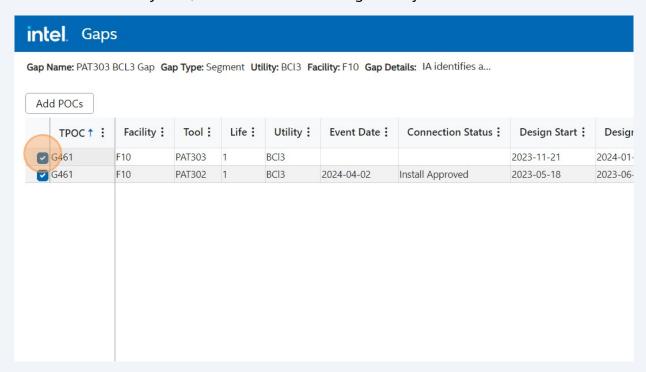


When the POC gets added, a flash message appears that the "**POC saved** successfully" and you can find the newly added TPOC on screen.

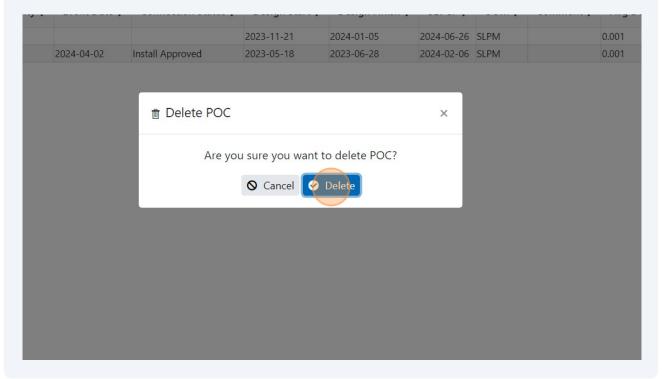


25 Delete POC

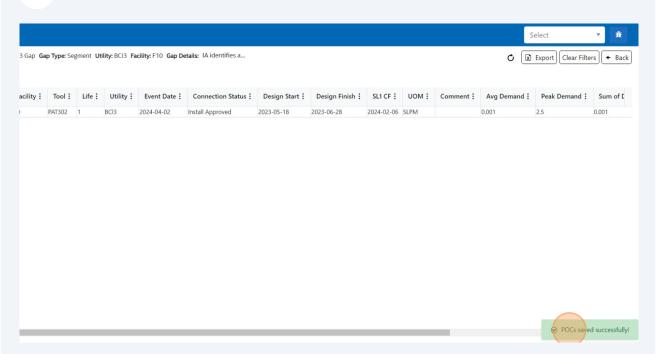
To delete any POC, deselect the checkbox given adjacent to the desired POC.



A **Delete POC** confirmation dialogue box appears. If you are sure to delete the selected TPOC, click Delete.

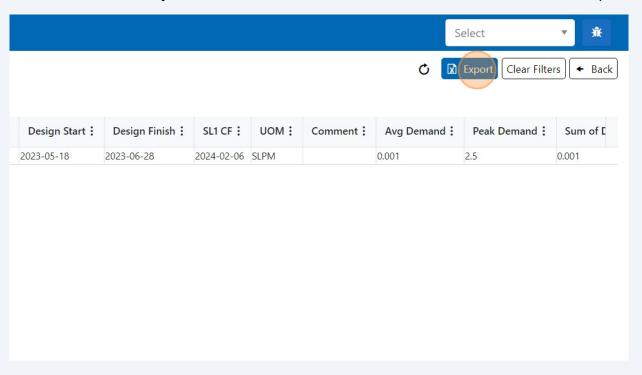


27 A flash message appears and the POC gets removed from the Gap.



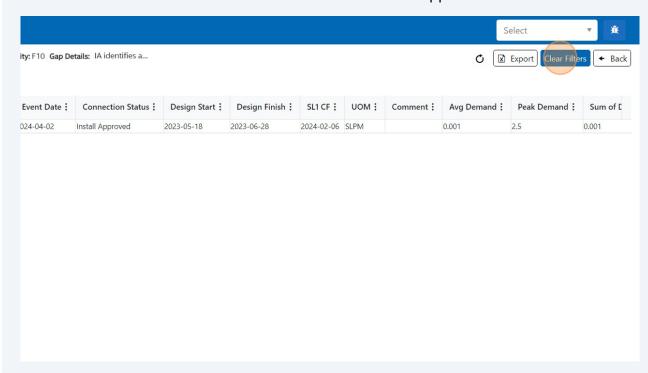
28 Export POC List

Click on the **Export** button to download the Excel sheet of added POCs of a Gap.



29 Clear Filters

Click the **Clear Filters** button to clear all the filters applied to the user screen.



30 Back

Click on the ${\bf Back}$ button to navigate back to the Gap Dashboard Screen.

