

# Approval of Other POCs Change Requests | Scribe<sup>®</sup> For the Integration Team

This guide provides step-by-step instructions on actioning a Change Request in the LSPx application. It includes details on accessing the application, navigating to the relevant page, and filling out the necessary fields.

[Database Modification Requests] Change Requests can be raised by the AE Firm, Trades or Integration Team members. It will be sent to the discipline's Integration team, who will approve or reject it.

1 Navigate to <https://fcelspx.intel.com>

2 Click the bell icon to go to the POC Change Request page.

Ireland

Hi, Simeon Onaola

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Search...

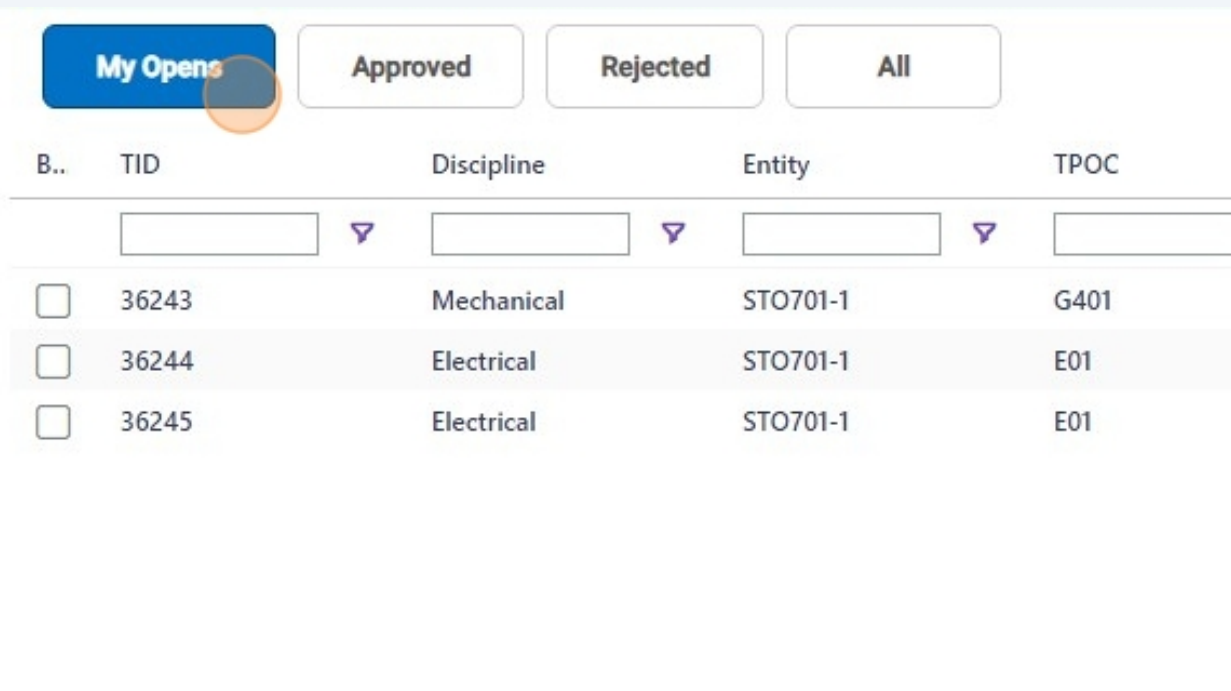
Clear filters

+ Add Tool

<div></div>	Event Type	<div></div>	Design St... <div>↑ 2</div>	<div></div>	Design Finish	<div></div>	Milestone	<div></div>	Rev	<div></div>	Edit Tool
	Stop Work - Install-Conv		28 Sep 23		27 Oct 23						<div></div>
	Install		28 Sep 23		01 Nov 23						<div></div>
	Install		29 Sep 23		26 Oct 23						<div></div>
	Stop Work - Install		29 Sep 23		23 Oct 23						<div></div>
	Install		29 Sep 23		06 Nov 23						<div></div>
	Install		29 Sep 23		26 Oct 23						<div></div>
	Demo		29 Sep 23		19 Oct 23						<div></div>
	Conv		29 Sep 23		12 Oct 23						<div></div>
	Conv		29 Sep 23		19 Oct 23						<div></div>

3

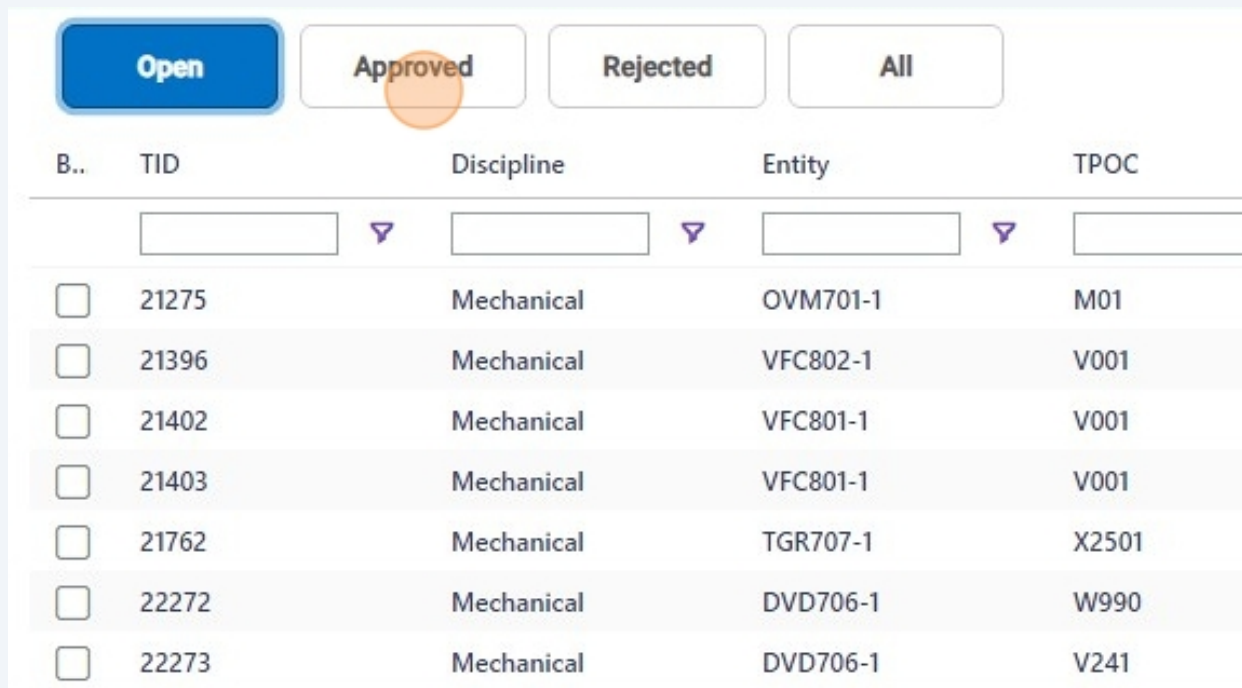
"My Opens" is the default view and shows the tickets that are assigned to you. Click on it to see all "Open" tickets for your site.



B..	TID	Discipline	Entity	TPOC
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	36243	Mechanical	STO701-1	G401
<input type="checkbox"/>	36244	Electrical	STO701-1	E01
<input type="checkbox"/>	36245	Electrical	STO701-1	E01

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Click "Approved" to see all the tickets approved on the site but not closed.



B..	TID	Discipline	Entity	TPOC
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	21275	Mechanical	OVM701-1	M01
<input type="checkbox"/>	21396	Mechanical	VFC802-1	V001
<input type="checkbox"/>	21402	Mechanical	VFC801-1	V001
<input type="checkbox"/>	21403	Mechanical	VFC801-1	V001
<input type="checkbox"/>	21762	Mechanical	TGR707-1	X2501
<input type="checkbox"/>	22272	Mechanical	DVD706-1	W990
<input type="checkbox"/>	22273	Mechanical	DVD706-1	V241

- 5 Click "Rejected" to see all the tickets rejected on the site but not closed.

Open	Approved	Rejected	All
TID	Discipline	Entity	TPOC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15273	Mechanical	ANT111-1	M02
21169	Mechanical	VFP701-1	D301
21170	Mechanical	VFP701-1	X201
21394	Mechanical	VFO704-1	V001
21397	Mechanical	VFC802-1	V001
21706	Mechanical	SPQ702-1	M48

- 6 Click "All" to view all the tickets created for the site, regardless of the status.

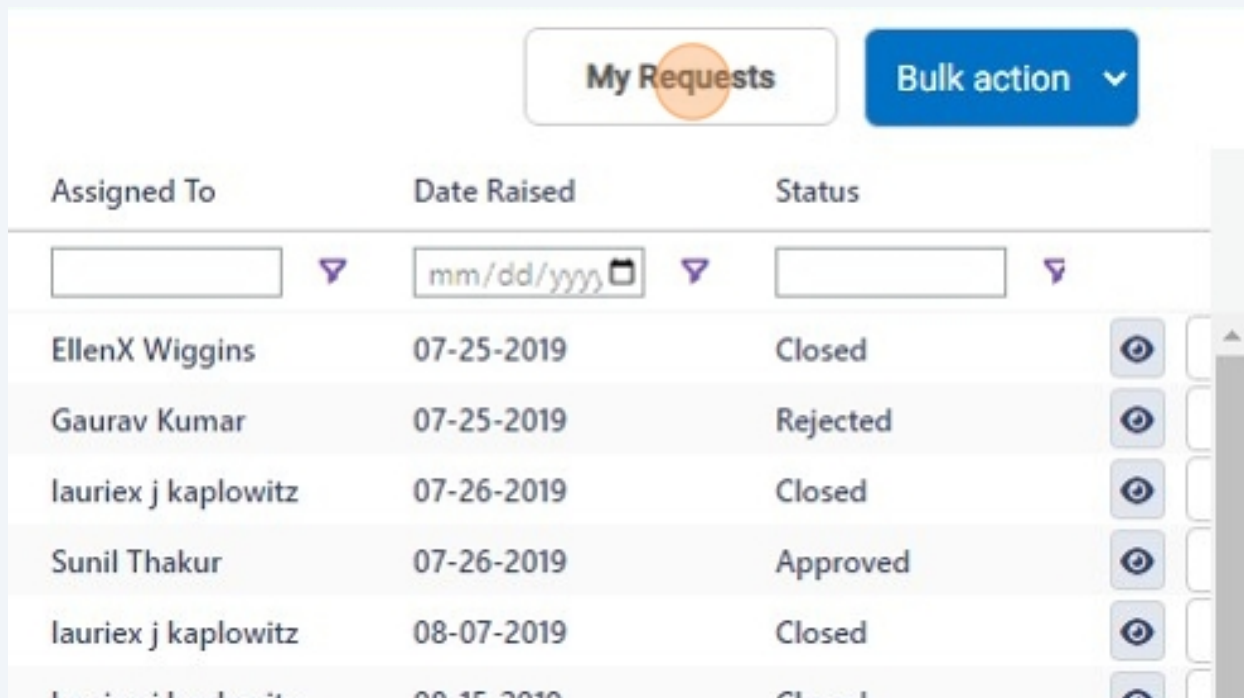
Approved

Rejected

All

Discipline	Entity	TPOC	Column
<div></div>	<div></div>	<div></div>	<div></div>
Mechanical	ANT111-1		TPOC Ref
Mechanical	XCL209-1		TPOC Ref
Popouts	OMG701-1		TPOC Ref
Popouts	OMG701-1		TPOC Ref
Popouts	OMG702-1		TPOC Ref
Popouts	OMG702-1		TPOC Ref
Electrical	OMG701-1		TPOC Ref

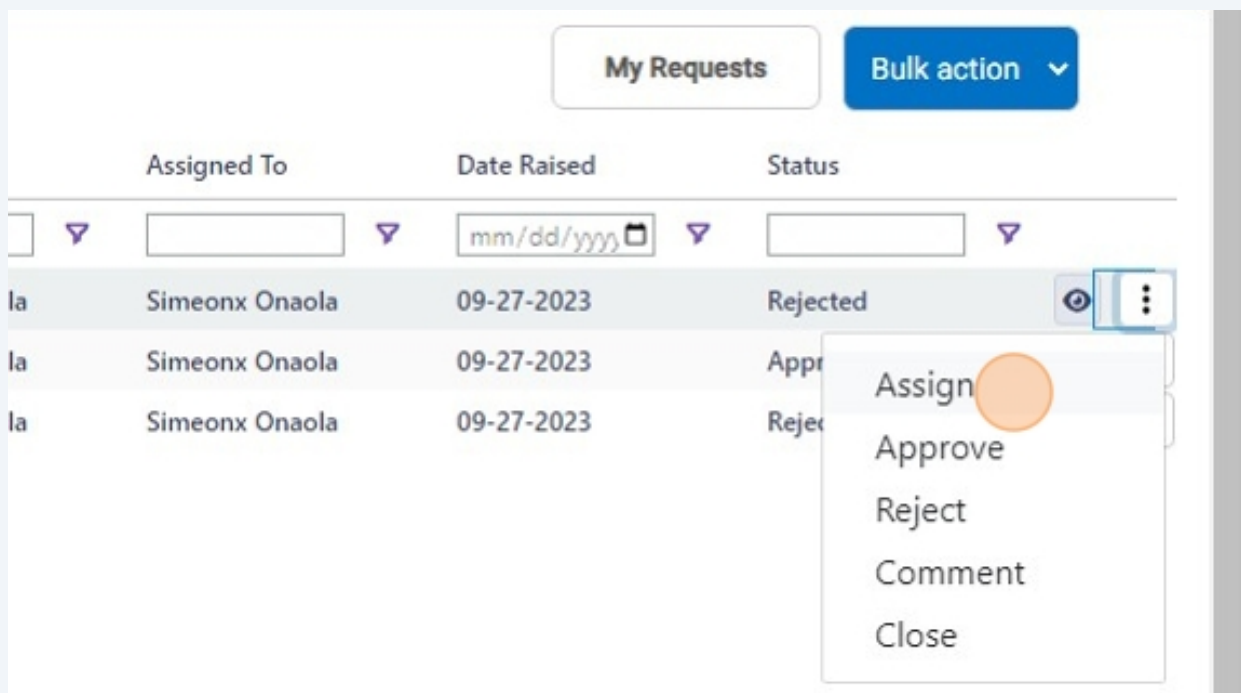
- 7 Click "My Requests" to see all the tickets you have raised or actioned on the site.



The screenshot shows a web interface with a header containing a 'My Requests' button (highlighted with an orange circle) and a 'Bulk action' dropdown. Below is a table with columns: Assigned To, Date Raised, and Status. The table contains five rows of ticket data. Each row has an eye icon and a three-dot menu icon on the right.

Assigned To	Date Raised	Status
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
EllenX Wiggins	07-25-2019	Closed
Gaurav Kumar	07-25-2019	Rejected
lauriex j kaplowitz	07-26-2019	Closed
Sunil Thakur	07-26-2019	Approved
lauriex j kaplowitz	08-07-2019	Closed

- 8 Click the three dots [more icon] to perform several actions on a ticket i.e. Assign, Approve, Reject, Comment, Close.



The screenshot shows the same 'My Requests' interface. A dropdown menu is open for the first row of the table, which has the status 'Rejected'. The menu lists five actions: Assign (highlighted with an orange circle), Approve, Reject, Comment, and Close.

Assigned To	Date Raised	Status
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
la Simeonx Onaola	09-27-2023	Rejected
la Simeonx Onaola	09-27-2023	Appr
la Simeonx Onaola	09-27-2023	Rejec



A request can only be triaged to the relevant Integration Team or the Integration Lead. For example, a Panel change request can only be sent to a team member in the Electrical Integration team since Panels are categorised as Electrical.

If you cannot find a user in the list, contact your Stakeholder Admin to ensure the user is assigned the correct role in the Stakeholders Matrix (FCEHome) application.

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Click "Assign" to triage the ticket to someone else. Search for a name from the list and "Submit Action"

STO701-1	G401	Popout	X/26/B3/SW	AA/21/C1/SE	Simeonx Onaola	Simeonx Onaola	09-27-2023
STO701-1	E01	Panel	F340ASNDW26B	F340ASNDZ26C	Simeonx Onaola	Simeonx Onaola	09-27-2023
STO701-1	E01	Circuit	A7	A3	Simeonx Onaola	Simeonx Onaola	09-27-2023

### Assign

Ticket ID	Entity Code - Life	Current Value	Requested Value	Assign
36243	STO701-1	X/26/B3/SW	AA/21/C1/SE	<div><div>Search</div><div>dal</div><div>JustinX Woodard (Integration Team Mechanical)</div><div>JordanX Walrath (Integration Team Mechanical)</div><div>Daniel Riley (Integration Team Mechanical)</div></div>

## 10 Leaving a comment is mandatory before the approval of a ticket.

STO701-1	G401	Popout	X/26/B3/SW	AA/21/C1/SE	Simeonx Onaola	Simeonx Onaola	09-27-2023
STO701-1	E01	Popout		AA/26/A3/SE	Simeonx Onaola		09-27-2023

### Approve

Ticket ID	Entity Code - Life	Current Value	Requested Value	Comment
36243	STO701-1	X/26/B3/SW	AA/21/C1/SE	Approval requires a comment

CancelSubmit Action

## 11 Leaving a comment is mandatory before rejecting a ticket.

XCL209-1		TPOC Ref		Testing	EllenX Wiggins	Brian Culhane	08-29-2019
AB641-1	E01	Panel		AAA	Guy Gdalyahu	lauriex j kaplowitz	02-13-2020
STO701-1	E01	Popout		AA/26/A3/SE	Simeonx Onaola		09-27-2023

### Reject

Ticket ID	Entity Code - Life	Current Value	Requested Value	Comment
36246	STO701-1		AA/26/A3/SE	Rejection requires a comment

CancelSubmit Action



Only the Trades, AE Firms and PCT Manager role can close change request tickets. The “Close” functionality is limited to the user that raised it and all members with the same role in their “Company List” on their site.

For example, if a Trade user from ACME raises DMR on the Rio Rancho site, all Trade users for ACME can close the ticket.

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STB201-3	E06	Popout		AA/10/B6	Simeonx Onaola		09-26-2023										
STO701-1	G401	FPOC	F34-OFA-X1S-S46e	F34-HPN2-AT1S-S67e	Simeonx Onaola	Simeonx Onaola	09-27-2023										
STO701-1	G401	Popout	X/26/B3/SW	AA/21/C1/SE	Simeonx Onaola	Simeonx Onaola	09-27-2023										
STO701-1	E01	Panel	F340ASNDW26B	F340ASNDZ26C	Simeonx Onaola	Simeonx Onaola	09-27-2023										
<div><div>Close</div><table><tr><th>Ticket ID</th><th>Entity Code - Life</th><th>Current Value</th><th>Requested Value</th><th>Comment</th></tr><tr><td>36237</td><td>STB201-3</td><td>260SDPQ48...</td><td>260SDPR43A</td><td>Closure requires a comment</td></tr></table><div><div>Cancel</div><div>Submit Action</div></div></div>								Ticket ID	Entity Code - Life	Current Value	Requested Value	Comment	36237	STB201-3	260SDPQ48...	260SDPR43A	Closure requires a comment
Ticket ID	Entity Code - Life	Current Value	Requested Value	Comment													
36237	STB201-3	260SDPQ48...	260SDPR43A	Closure requires a comment													
STO701-1	E04	Popout		Enter the popout name	Simeonx Onaola		09-28-2023										



"New X Required" appears on the ticket.

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If the Trade or AE cannot locate the desired POC by searching the database, they can select "New X Required." In choosing this option, they can provide the POC name if it is known.

Service	HPN2		
FPOC	F34-HPN2-X1S-S56e	New FPOC Required	Test-FPOC-Known
Popout	X/26/B3/SW		Search Popout...

Cancel Add

G433	HPAR	F34-HPAR-X1S-S10eH	Lateral X1S-S	1/2"	1/4"	MAINFRAM
G434	HPH2	H2_07E_Z21-STICK-08	H2_07E_Z21	1/4"	1/4"	MAINFRAM

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Click the View "eye" icon for further details about the change request.

My Requests		Bulk action
Date Raised	Status	
10-04-2023	Sent	View
10-04-2023	Sent	
09-28-2023	Sent	
09-28-2023	Sent	



