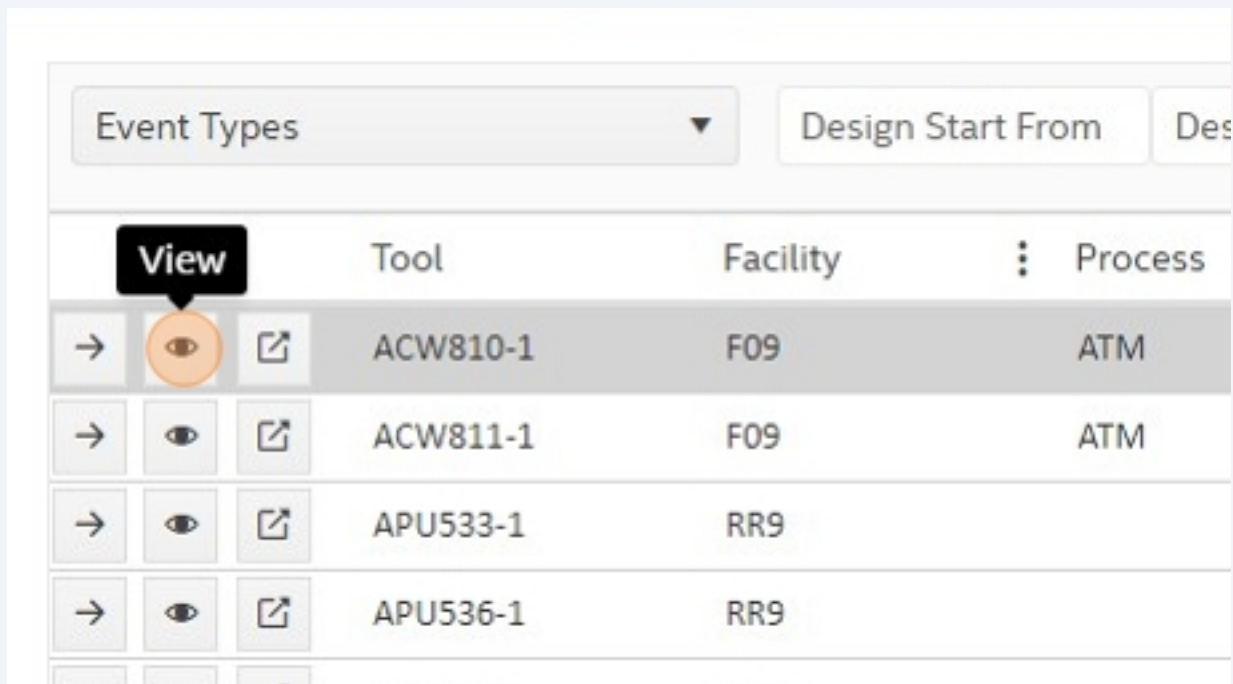# How to raise Mechanical DMR Change Request

This guide provides step-by-step instructions on how to raise a Mechanical 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 on the POC icon from the homepage of the LSPx application.

⚠   Follow the steps below to raise a Mechanical FPOC change request:

3 Click on the "Send DMR" icon on the POC page.

PreFac Start: 11 Jul 23 SL1CS: 11 Aug 23 ...

| Mechanical | - Y | Power | Comms | - Y | HPM | - N/A | TAS | - N/A | LLD | - N/A | Vesda |

Send DMR	POC Ref ↑ ⋮	FPOC Ref ⋮	Utility ⋮	FPOC	⋮	DP Segme
✈	D301	Interconnect	AW			
✈	D302	Interconnect	AW			
✈	G401	G401	OFA	021OFA-11.8-1N-SBW-26		Lateral 1
✈	G401A	G401A	OFA	021OFA-11.8-1N-SBW-25		Lateral 1
✈	G402	G402	UN2	021UN2-11.5-1S-SBW-20		Lateral 1
✈	G403	G403	OFA	021OFA-11.8-1N-SBW-27		Lateral 1

4 A Popup will appear. For FPOC change requests, select the "Mechanical" category from the dropdown.

G401	⌄	
G401	⌄	
OFA	⌄	
021OFA-11.8-1N-SBW-26	Mechanical ⌄	Search FPOC...
	⌄	Search Popout...

5 Click the "Search FPOC..." field. Type at least two characters to view a list of recommended FPOCs for the POC.

-26	Mechanical ⌄	Search FPOC...
	⌄	Search Popout...

6 Type at least two characters to search for a list of FPOCs on the site. The "green" icon indicates that the FPOC is unassigned and recommended for usage. The nearest FPOC to the tool will appear first.

ent Value	Category	Requested Value	Tag	Note	
	⌄				pproved
					pproved
					pproved
	⌄				pproved
					ending
	⌄				
OFA-11.8-1N-SBW-26	Mechanical ⌄	hpn2			
		051HPN2-12.3EE-SBN-0... ✓			
	⌄	051HPN2-12.3EE-SBN-0... ✓			
		051HPN2-12.3EE-SBN-0... ✓			
		051HPN2-12.3EE-SBN-0... ✓			ending

7 The "orange" icon indicates that an FPOC is assigned to another tool and not recommended for usage, but you can still select it.

8 The "Tag" is optional to help group types or reasons for change requests. For example, you can enter "leak" as a tag.

A "Note" is mandatory for all requests. You must provide information about your request to the Integration team.

⚠️ Follow the steps below when your desired POC cannot be found in the dropdown list:

9 You can request a new one if the POC cannot be found in the list. Select "New XX Required" from the category dropdown:

- "New FPOC Required"

- "New Popout Required"

10 The "Requested Value" will be optional but you can still enter a value if you know what the FPOC should be.

1 - G401					
Column	Current Value	Category	Requested Value	Tag	Note
TPOC Ref	G401				
FPOC Ref	G401				
Service	OFA				
FPOC	021OFA-11.8-1N-SBW-26	New FPOC Required			
Popout		Mechanical	Search Popout...		

Add

11 The "Tag" column is optional to help group types or reasons for change requests. For example, you can enter "leak" as a tag.

The "Note" column is mandatory for any type of request. You must provide information about your request for the Integration team.

Requested Value	Tag	Note			
				oproved	
				oproved	162023-split
				oproved	
				oproved	
				ending	
new-request-test-knowr	✕ leak				
Search Popout...					
				ending	

> ⚠ Follow these steps when ready to send your requests to the Integration Team.

12 Click the "Add" button to incorporate the change request into a prepared list ready for submission.

13 The "Send All Pending" button will become visible on the POC page after a few seconds. To view the pending POC change requests, click the "eye" icon.

If you want to retract your request, click the delete icon.

Alternatively, click "Send all Pending" to dispatch the requests to the Integration Team if you want to proceed. Ensure to click this button to dispatch your requests to the Integration team.

14 To view your change request and others in the system, click on the "bell" icon.

					Name	Date
Y	N/A	N	P	R	Haimov, ShiraX	26 Jul 22
Y	N/A	N	P	R	Haimov, ShiraX	26 Jul 22
Y	N/A	N	P	R	Haimov, ShiraX	26 Jul 22
Y	N/A	N	P	R	Haimov, ShiraX	26 Jul 22
Y	N/A	N	P	R		
Y	N/A	N	P	R	Luke, JeffreyX	13 Mar 23
Y	N/A	N	P	R	Garcia, MichaelX	30 Aug 22