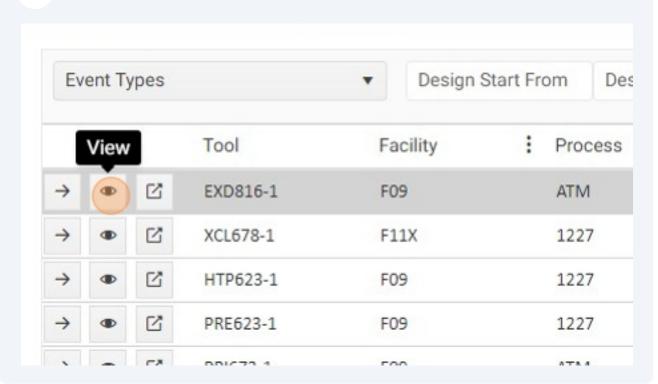
How to raise Popout DMR Change Request Scribe

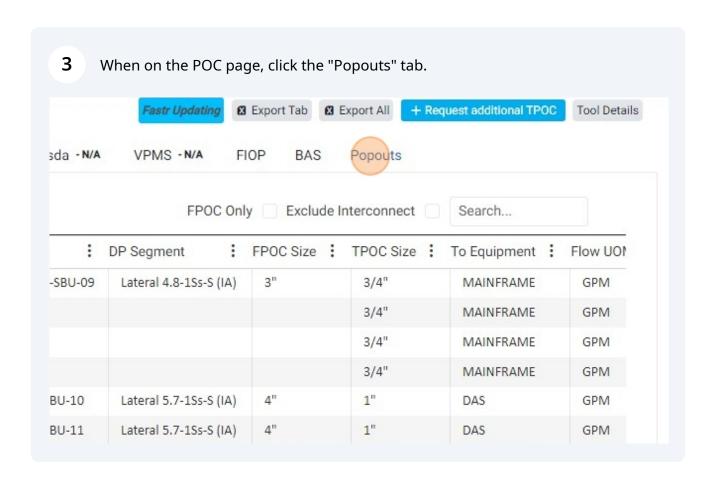
This guide provides step-by-step instructions on how to raise a Popout Change Request in the LSPx application. It includes details on accessing the application, navigating to the relevant page, and filling out the necessary fields.

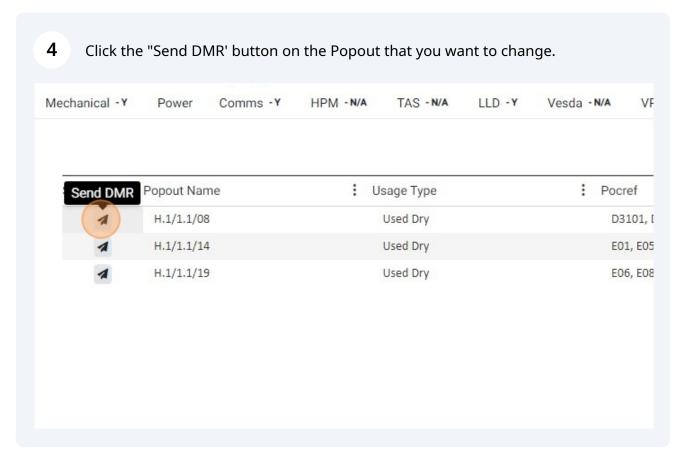
[Database Modification Requests] Change Requests can be raised by the AE Firm, Trades or Integration Team members. It will be sent to the discipline's Integration team, who will approve or reject it.

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

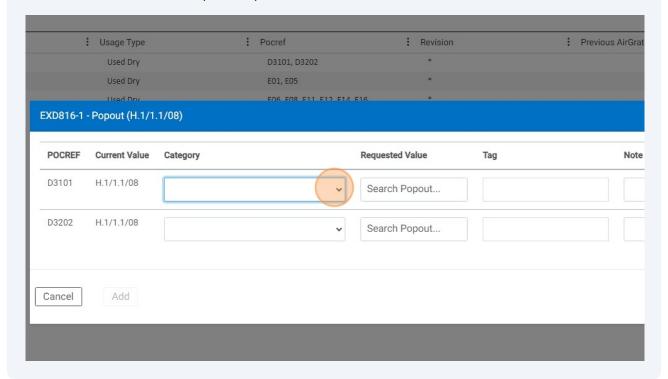
2 Click on the POC icon from the homepage of the application.







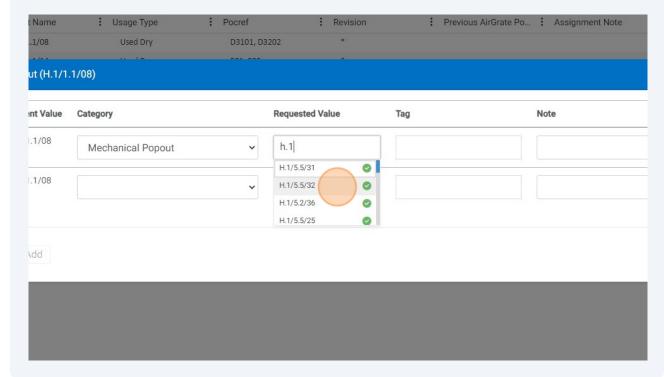
- When a popup appears, you need to select the appropriate category for your POC change request from the dropdown menu. You must identify the correct category for your Popout change request. The available options are:
 - 1. Mechanical Popout
 - 2. Electrical Popout
 - 3. New Mechanical Popout Required
 - 4. New Electrical Popout Required



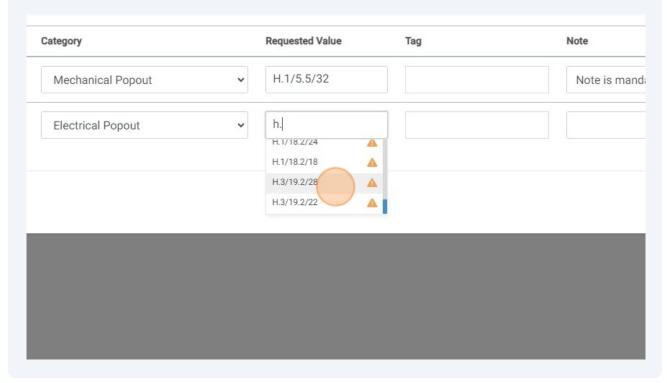
(i)

Search for a list of Popouts and raise a change request.

Type at least two characters to search for a list of Popouts on the site. The "green" icon indicates that the Popout is unassigned and recommended for usage.

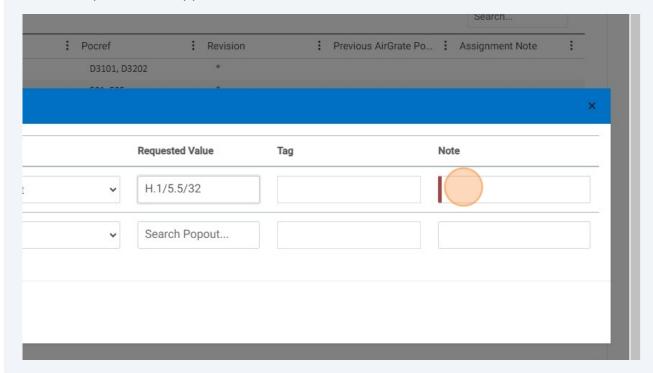


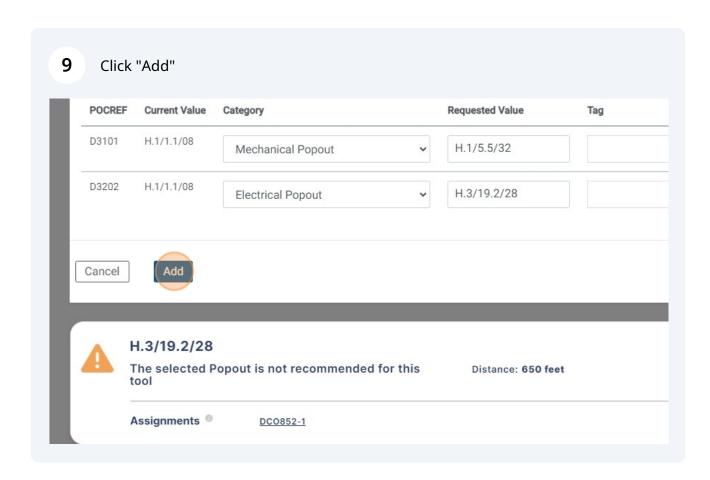
7 The "**orange**" icon indicates that a Popout is assigned to another tool and not recommended for usage, but you can still select it.



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

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

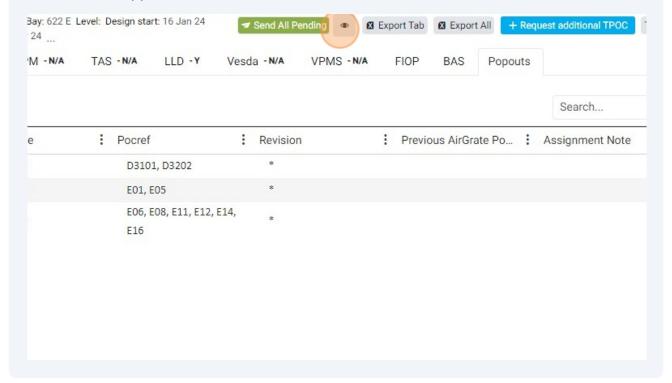




The "Send All Pending" button will become visible on the POC page after a few seconds. To view the pending POC change requests, click the "eye" icon.

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

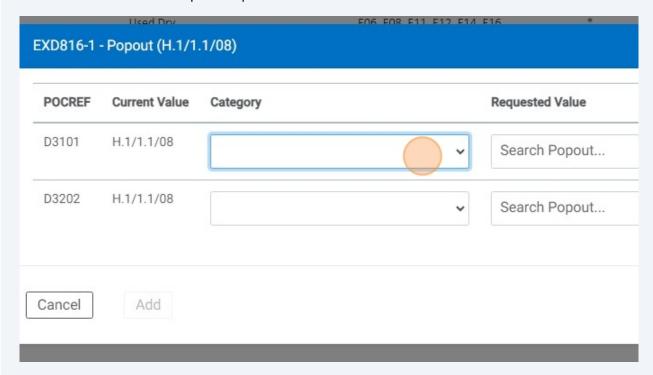
Alternatively, click "Send all Pending" to dispatch the requests to the approval team if you want to proceed. Ensure to click this button to dispatch your requests to the approval team.





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

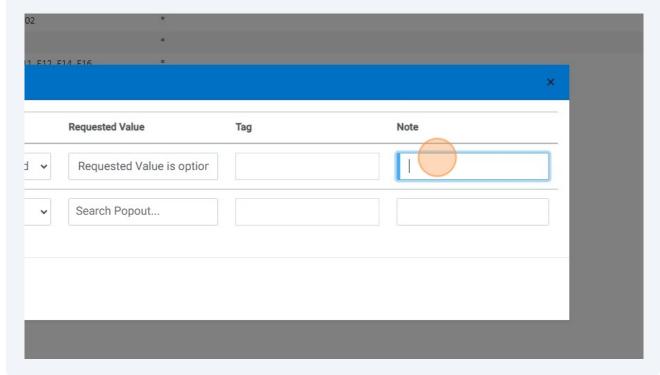
- You can request a new one if the Popout cannot be found in the list. Select "New XX Required" from the category dropdown:
 - New Mechanical Popout Required
 - New Electrical Popout Required



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

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

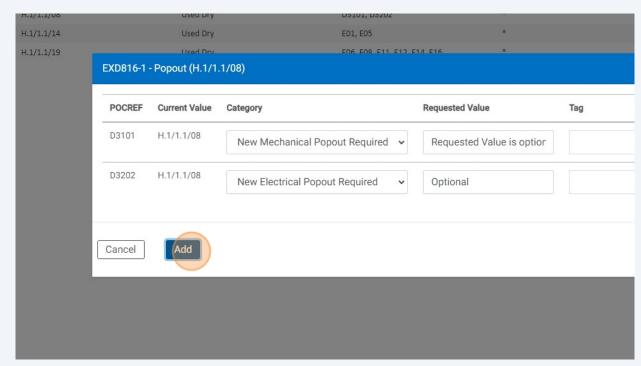
The "Note" column is mandatory for any type of request. You must provide information about your request for the approval team.

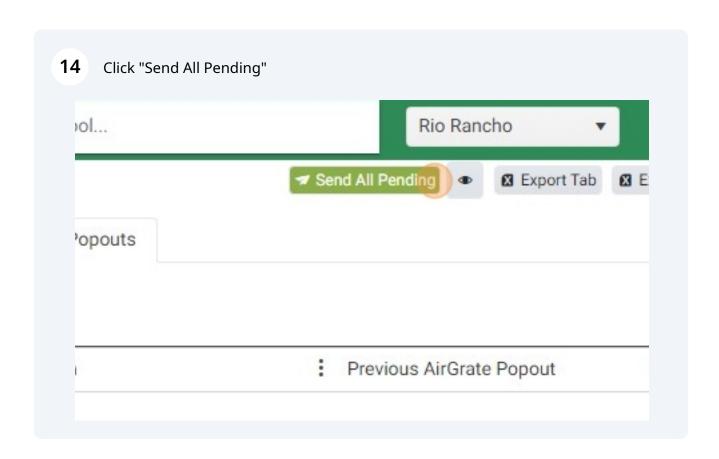




Follow these steps when ready to send your requests to the Integration Team.

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





To view your change request and others in the system, click on the "bell" icon or go to the POC Change Request on the Tool details page.

