

ASME Conformity
Assessment
Additional Building

To the right of the **Company Dashboard Home** page is a section for **Change Requests**. This is where you can apply for a change request.

To begin a new **Change Request**,

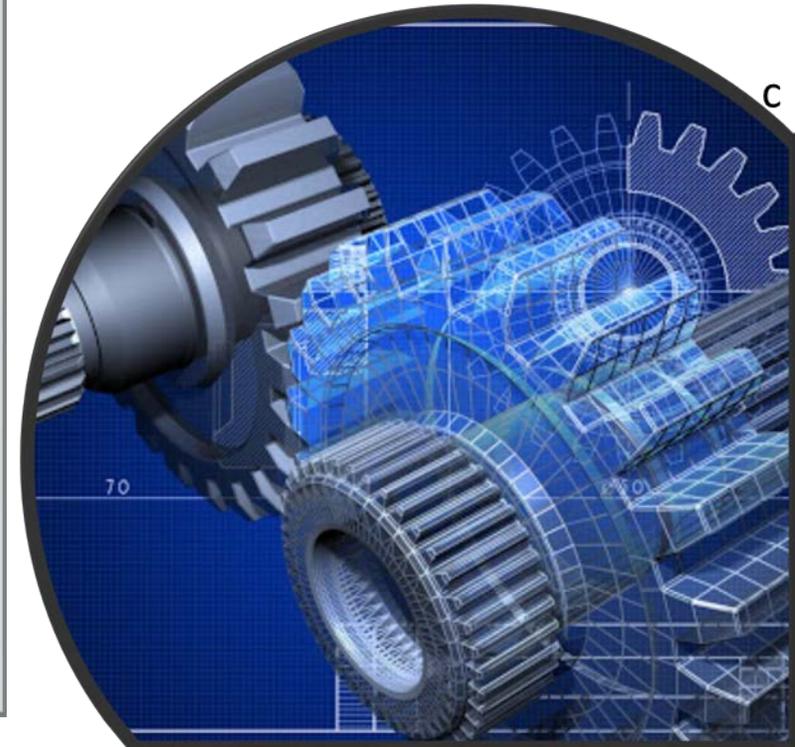
1. From the **Company Dashboard Home Page**, you can select either the **New Change Request link** displayed under the **Actions** box or the **Change Requests blue (+) circle icon** to submit a change request.



The screenshot displays the ASME Company Dashboard Home page. The top navigation bar includes links for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The main content area is divided into several sections:

- Home:** A red arrow points to the Home link in the navigation bar. Below it, a message states "You are assigned to more than 1 Company. Click here to select a different Company" with a red arrow pointing to a blue circular icon.
- Company Information:** Details for "ASME CA Connect Training Company" (ID: 111011) are shown, including location (New York, New York) and contact information (Jane Smith, jsmith@training.com).
- Actions:** A blue box labeled "Actions" contains two options: "New Change Request" and "New Company". A red arrow points to the "New Change Request" option.
- Change Requests:** A section titled "CHANGE REQUESTS" with a blue (+) icon. It includes a "Select process..." dropdown menu (with a red arrow pointing to it) and an "Application" field labeled "(optional)". Below these are "Create" and "Cancel" buttons. A specific request is shown: "Change Request: Company Name Change" with a progress indicator at 50% and the status "In Progress on 06/12/2019".
- Applications:** A table listing applications with columns for Type, Status, and Activities.

Type	Status	Activities
Application: FAB-131534 Type: Boiler	Open	0

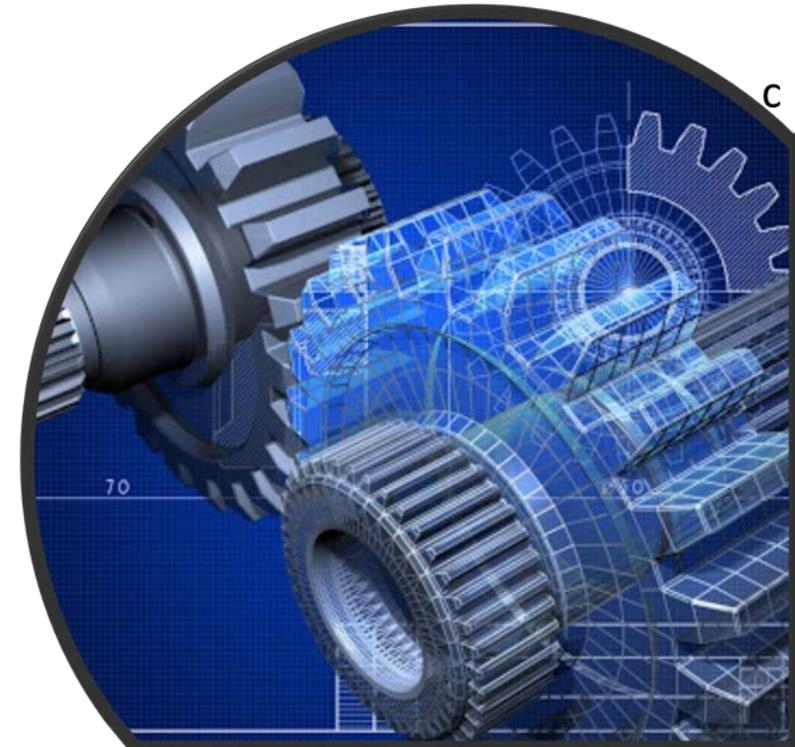




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

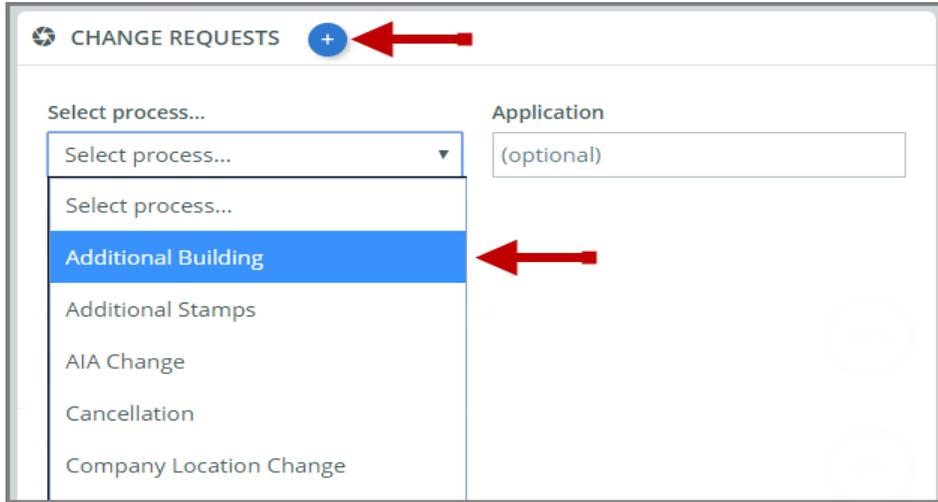
- [Additional Building](#)
- [Additional Stamps](#)
- [AIA Change](#)
- [Cancellation](#)
- [Company Location Change](#)
- [Company Name and Location Change](#)
- [Company Name Change](#)
- [Contact Change](#)
- [Extension Request](#)
- [Financial Information Change](#)
- [Other Change Request](#)
- [Postal Re-Designation Change](#)
- [Scope Change](#)
- [Temporary Shop Request](#)

This session will focus on
Additional Building



Additional Building

1. First click the **Change Request blue (+) icon**.
2. Under **Select Process**, click the **down arrow icon** to display a selection list for the change request.
3. Scroll through change request list and select **Additional Building**.



CHANGE REQUESTS (+)

Select process... Application

Select process... (optional)

Select process...

Additional Building

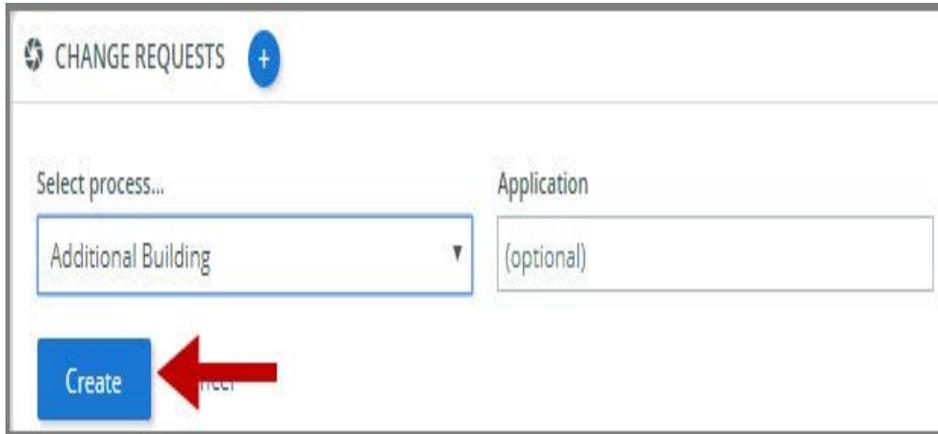
Additional Stamps

AIA Change

Cancellation

Company Location Change

4. Click **Create**.

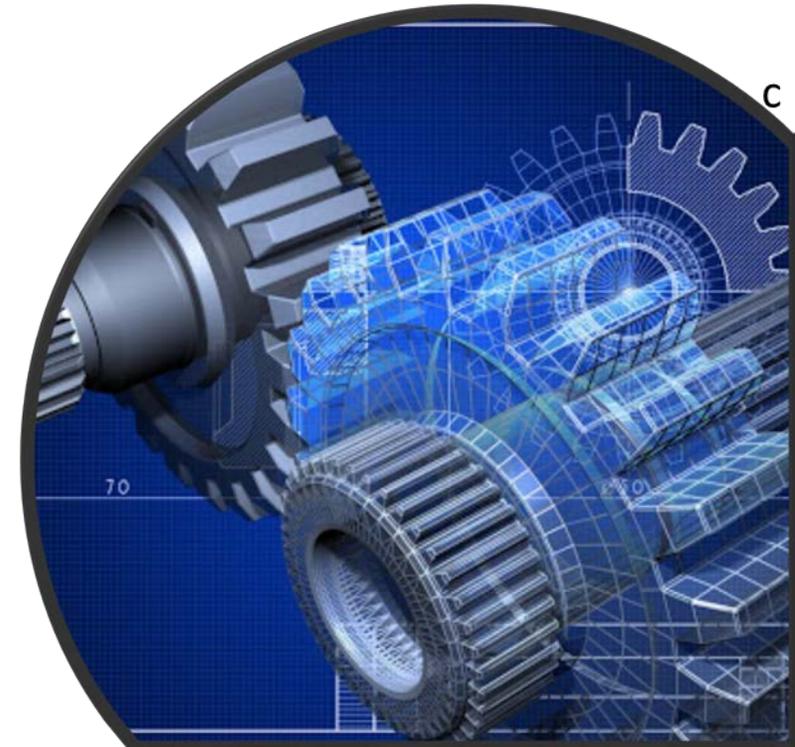


CHANGE REQUESTS (+)

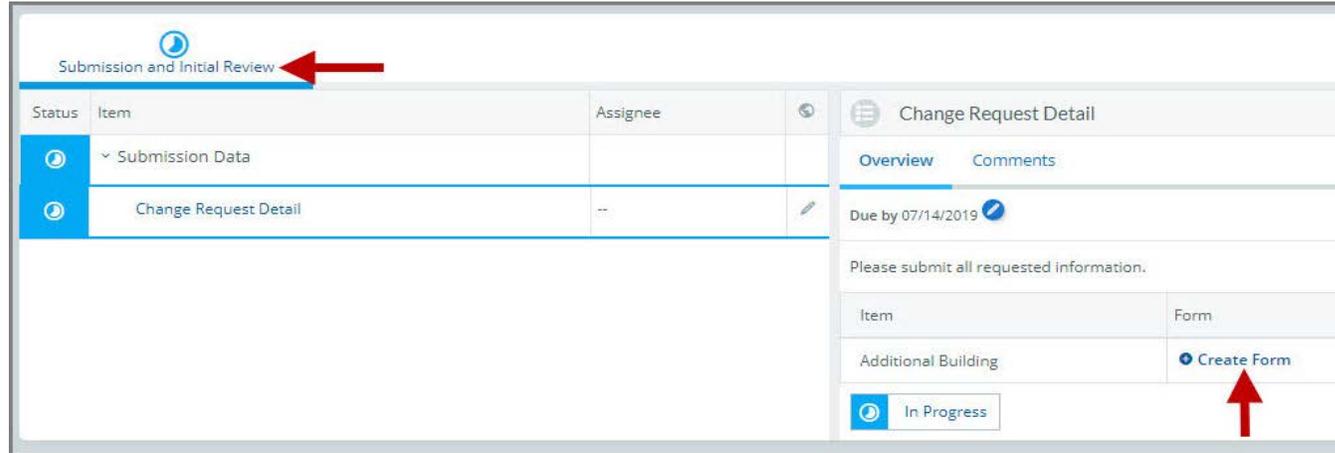
Select process... Application

Additional Building (optional)

Create



5. The system will direct you to the **Processes** page. Under the **Submission and Initial Review** section of the page, select the **Create Form** link.



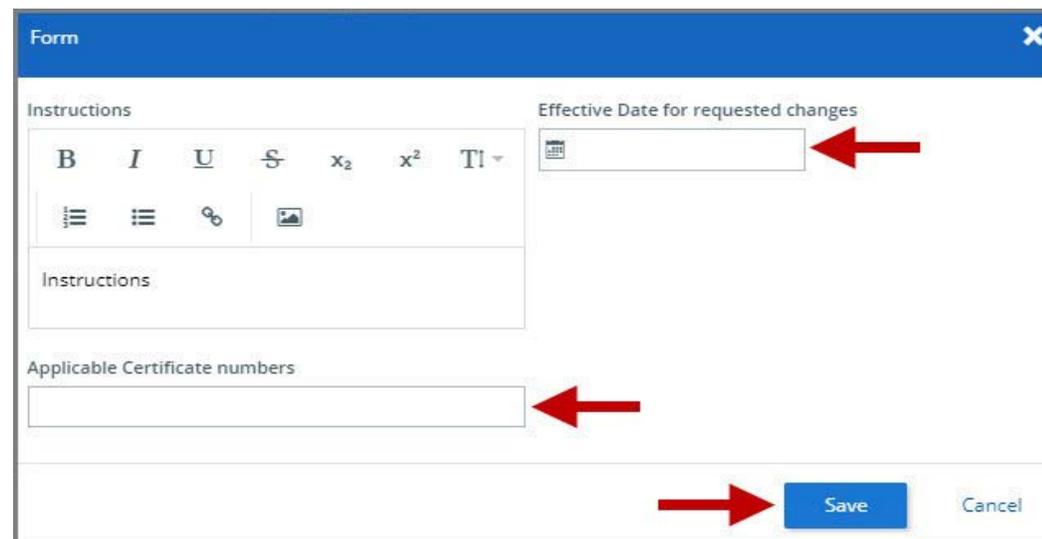
The screenshot shows a software interface with a top navigation bar containing a blue circular icon and the text "Submission and Initial Review". Below this is a table with columns for "Status", "Item", and "Assignee". The "Item" column contains "Submission Data" and "Change Request Detail". To the right of the table is a "Change Request Detail" panel with tabs for "Overview" and "Comments". The "Overview" tab is active, showing a "Due by 07/14/2019" date and a "Please submit all requested information." message. Below this is a table with columns for "Item" and "Form". The "Form" column contains a blue link labeled "Create Form". A red arrow points to this link. At the bottom left of the panel is a blue button labeled "In Progress".



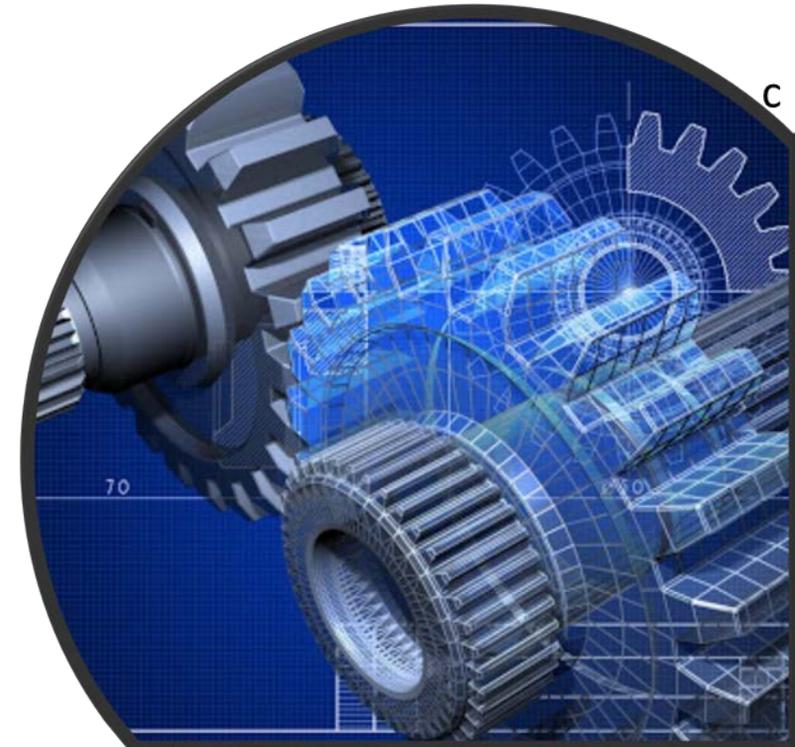
6. A form is displayed for you to enter the details relating to the Additional Building change request you are applying for.

7. Enter the information in the fields listed below.

8. When done, click **Save** to continue.



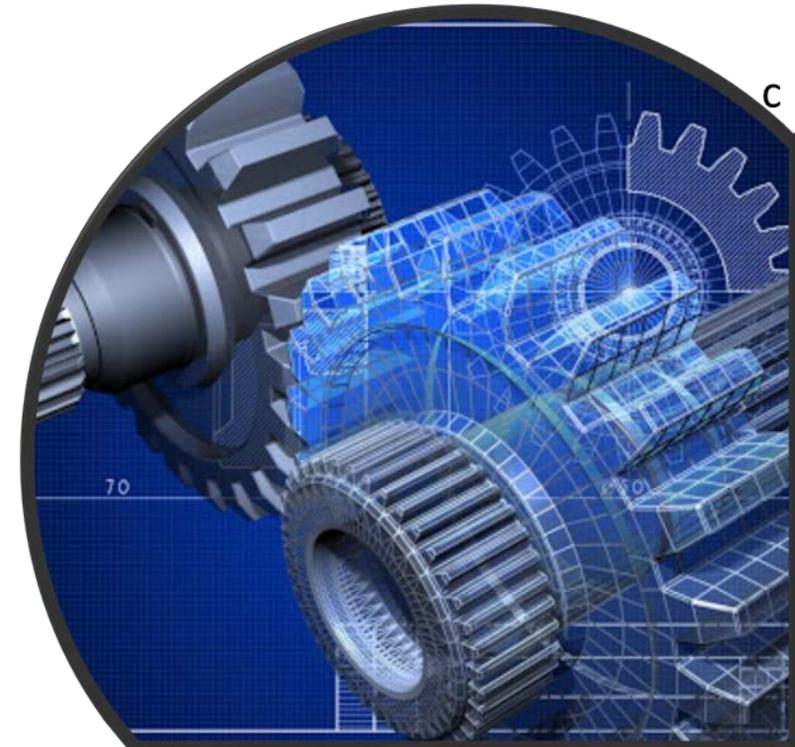
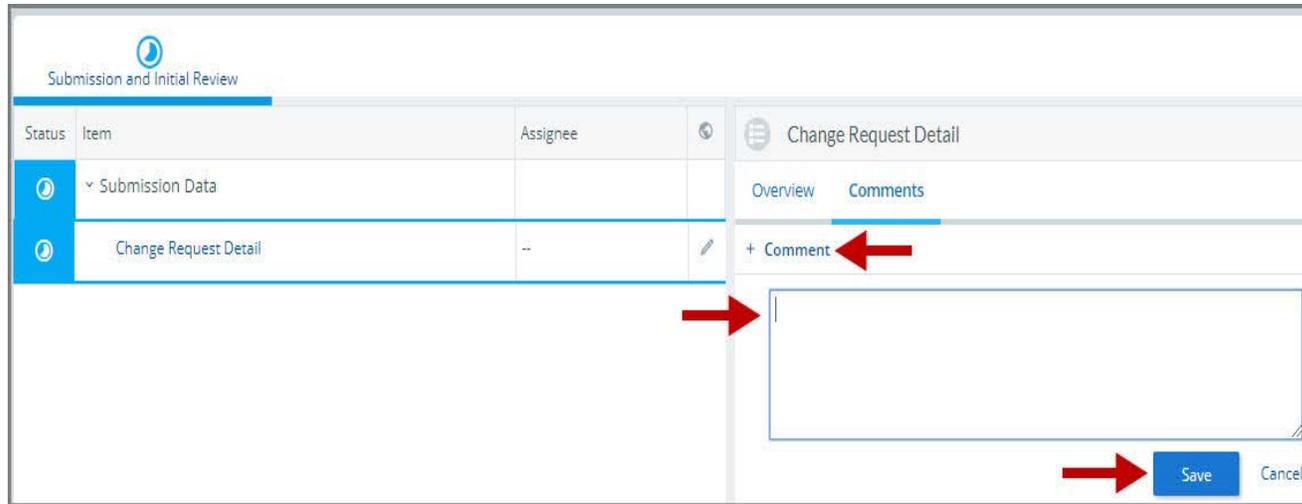
The screenshot shows a "Form" dialog box with a blue header and a close button (X). The dialog contains several fields and a "Save" button. The "Effective Date for requested changes" field is a date picker with a calendar icon, and a red arrow points to it. Below it is the "Applicable Certificate numbers" field, which is empty, and a red arrow points to it. At the bottom right, there is a blue "Save" button and a grey "Cancel" button, with a red arrow pointing to the "Save" button. The dialog also includes a rich text editor for "Instructions" with a toolbar containing bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), and text color (T) icons.



9. You will be directed back to the previous page where the information you entered on the form is displayed.

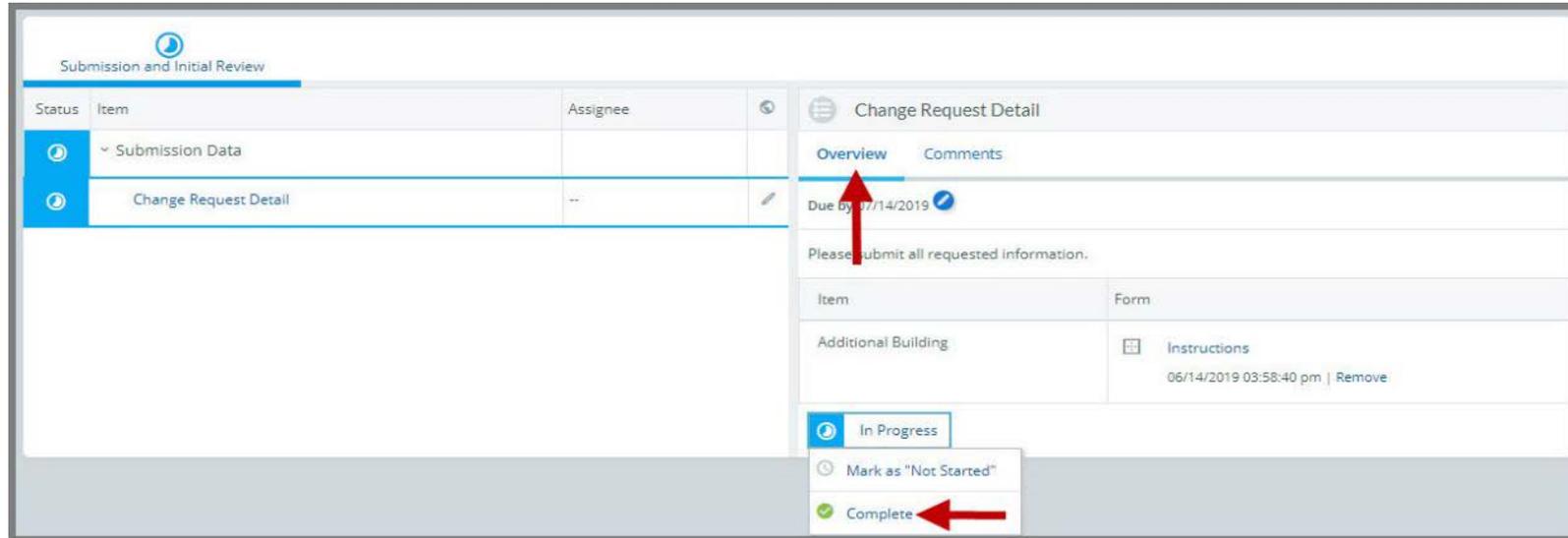
10. **Optional:** If you want to enter a comment follow the steps below. Otherwise, skip this step.

- a. Select the **Comments** link.
- b. Click the **+Comment** link.
- c. Enter the Comments in the text box provided.
- d. When done, click **Save** to continue.



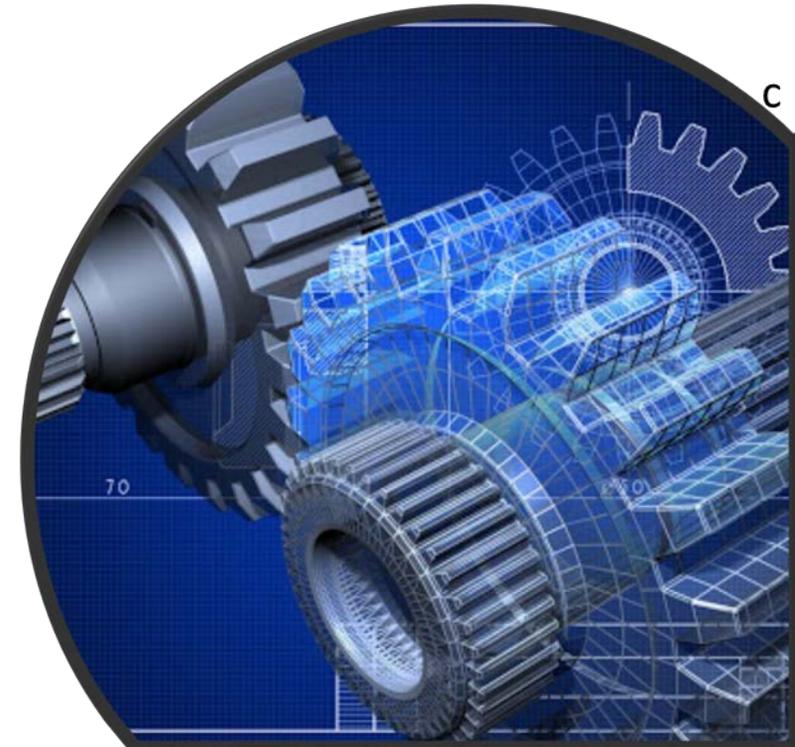
11. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request, a. Click the **In Process blue half-moon icon**.

b. Select **Complete**.



The screenshot shows the 'Change Request Detail' page in the ASME system. The page is titled 'Submission and Initial Review' and has a table with columns for 'Status', 'Item', and 'Assignee'. The 'Change Request Detail' row is selected. To the right, there is a 'Change Request Detail' section with tabs for 'Overview' and 'Comments'. The 'Overview' tab is active, showing a 'Due by 07/14/2019' date and a 'Please submit all requested information.' message. Below this, there is a table with columns for 'Item' and 'Form'. The 'Additional Building' item is listed with a form titled 'Instructions' and a timestamp of '06/14/2019 03:58:40 pm | Remove'. At the bottom of the page, there is a status dropdown menu with three options: 'In Progress' (selected), 'Mark as "Not Started"', and 'Complete'. A red arrow points to the 'Complete' option.

12. Once the change request is in progress, it will appear on the Change Requests section of the Dashboard Home Page. Your change request will be submitted to the ASME staff.





For Additional Support Please email
ca@asme.org

