

ASME Conformity
Assessment
Additional Stamps

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**,

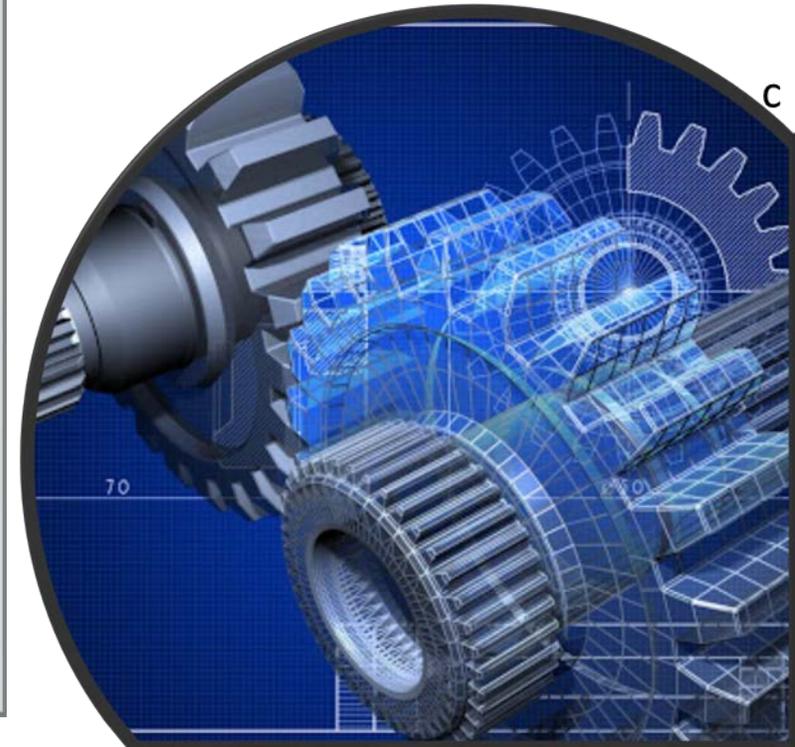
1. From the **Company Dashboard Home Page**, you can select either the **New Change Request link** displayed under the **Actions** box or the **Change Requests blue (+) circle icon** to submit a change request.



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 blue circular icon containing a red arrow.
- Company Information:** Details for "ASME CA Connect Training Company" (ID: 111011) are shown, including location (New York, New York) and contact information for Jane Smith.
- 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 circle containing a white plus sign. Below this is a form with a "Select process..." dropdown menu (indicated by a red arrow), an "Application" field (optional), and "Create" and "Cancel" buttons. A progress indicator shows "Change Request: Company Name Change" is "In Progress on 06/12/2019" with a 50% completion circle.
- Applications:** A table listing applications with columns for Type, Status, and Activities.

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

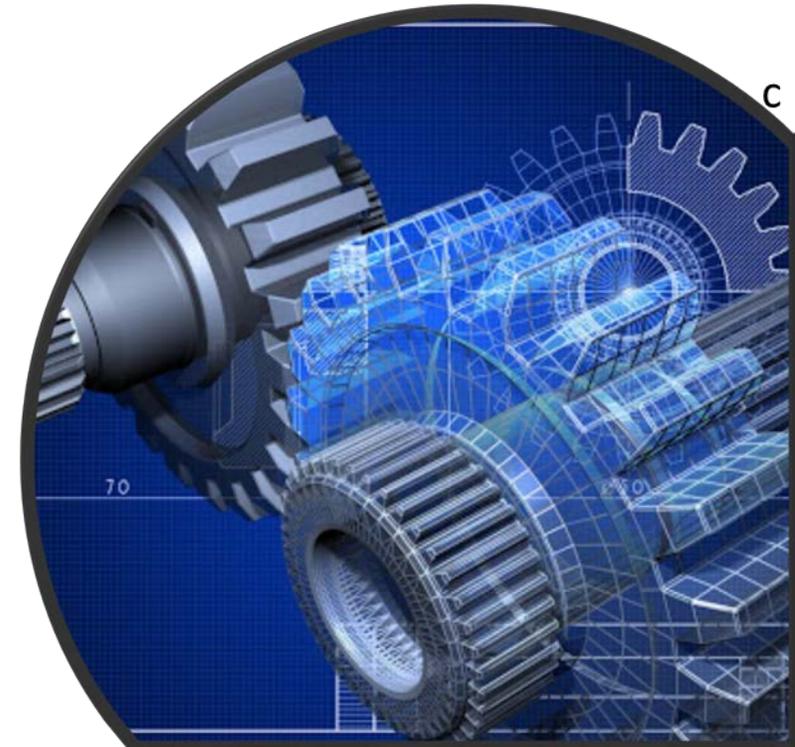




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

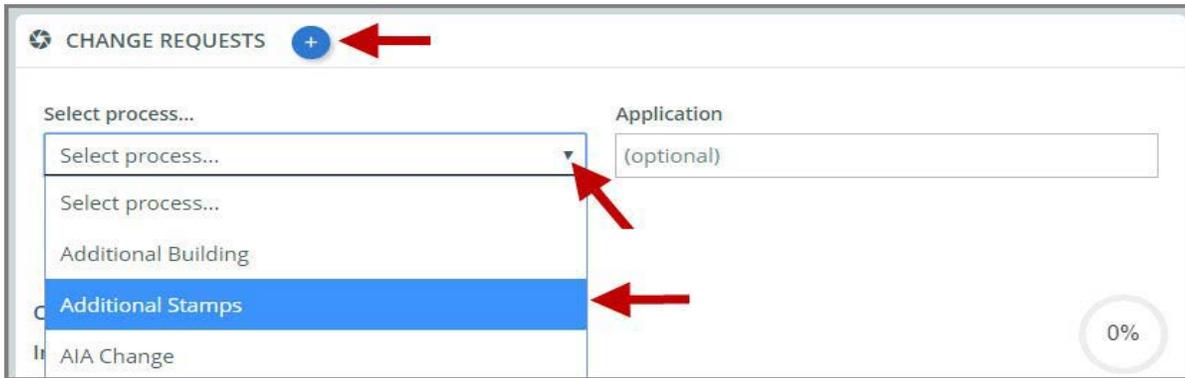
This session will focus on
Additional Building



Additional Stamps

If your organization has been certified and received stamps for equipment, but needs more stamps for additional equipment, select the Additional Stamps change request process.

1. 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 **Addition Stamps**.



CHANGE REQUESTS (+)

Select process... Application

Select process... (optional)

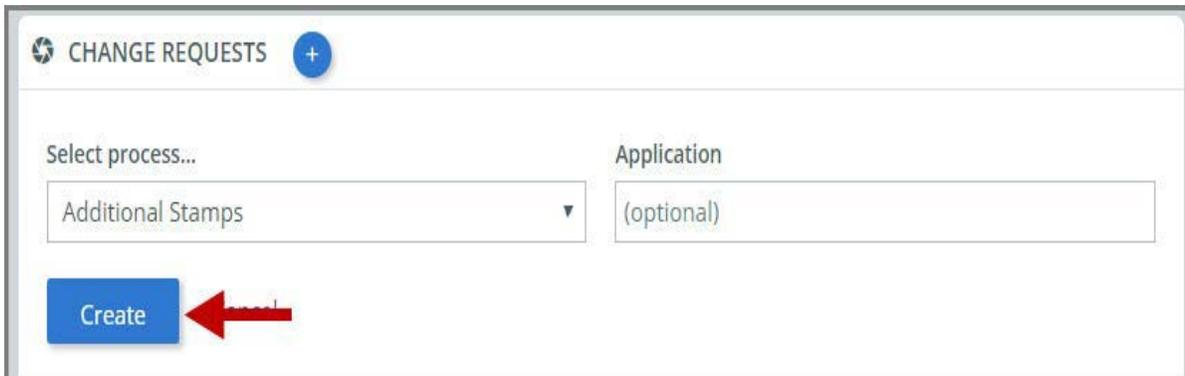
Additional Building

Additional Stamps

AIA Change

0%

4. Click **Create**.

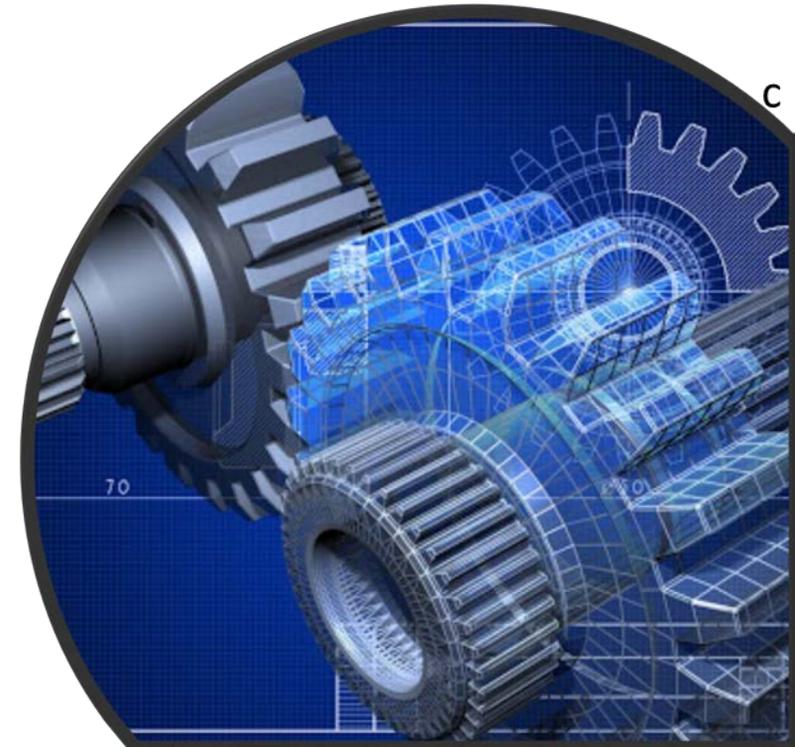


CHANGE REQUESTS (+)

Select process... Application

Additional Stamps (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 web interface for 'Submission and Initial Review'. At the top, there is a navigation bar with a blue arrow pointing to the 'Submission and Initial Review' tab. Below this is a table with columns for 'Status', 'Item', and 'Assignee'. The table contains two rows: 'Submission Data' and 'Change Request Detail'. To the right of the table is a 'Change Request Detail' panel. This panel has tabs for 'Overview' and 'Comments'. Below the tabs, it shows 'Due by 07/14/2019' and a message: 'Please submit all requested information.' Below this message is a table with columns for 'Item' and 'Form'. The 'Form' column contains a blue button labeled 'Create Form', which is highlighted by a red arrow. At the bottom of the panel, there is a blue button labeled 'In Progress'.



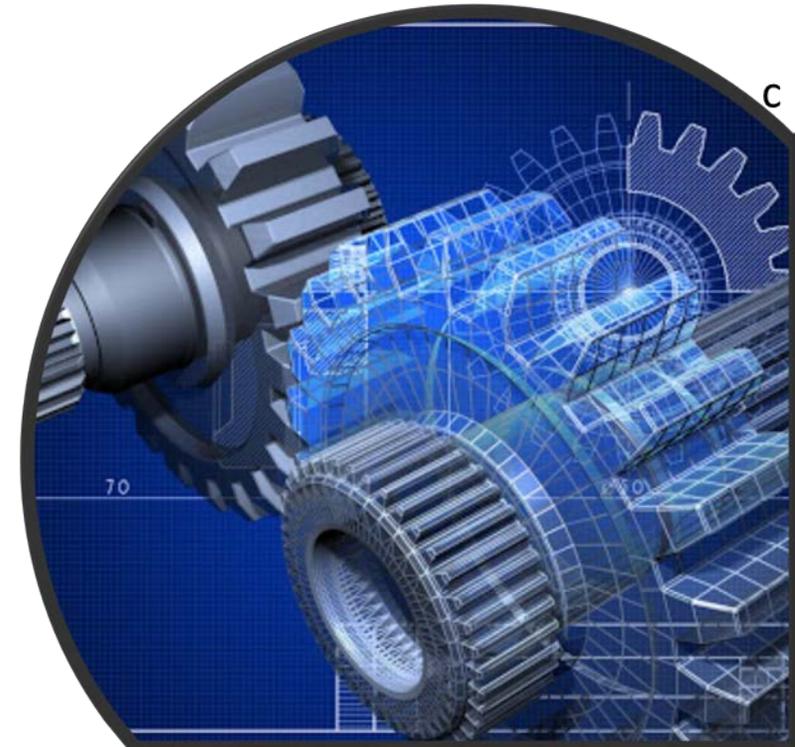
6. A form is displayed for you to enter the details relating to the **Additional Stamps** change request you are applying for.

7. Enter the number of $\frac{3}{4}$ " and $\frac{1}{2}$ " stamps needed

8. Enter the Delivery Address for the stamps.

9. Review the **Acknowledgement** statement and select **Yes** to confirm you have read the statement.

10. Once complete, click **Save** to continue.



The screenshot shows a 'Form' window with the following sections:

- Instructions:** A text box containing 'Please provide the requested information.' with a red arrow pointing to it.
- Quantity Fields:** Two text boxes for 'Please specify the quantity of 1/2" stamps requested:' and 'Please specify the quantity of 3/4" stamps requested:'. Both contain the number '0' and have red arrows pointing to them.
- Acknowledgement:** Radio buttons for 'Yes' and 'No'. The 'No' button is selected and has a red arrow pointing to it.
- Delivery Address:** A rich text editor with formatting options (B, I, U, S, x₂, x², T1) and a 'Start Typing' button with a red arrow pointing to it.
- AcknowledgementStatement:** Another rich text editor with the same formatting options and a pre-filled text 'I understand and acknowledge that the company'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right, with a red arrow pointing to the 'Save' button.



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

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

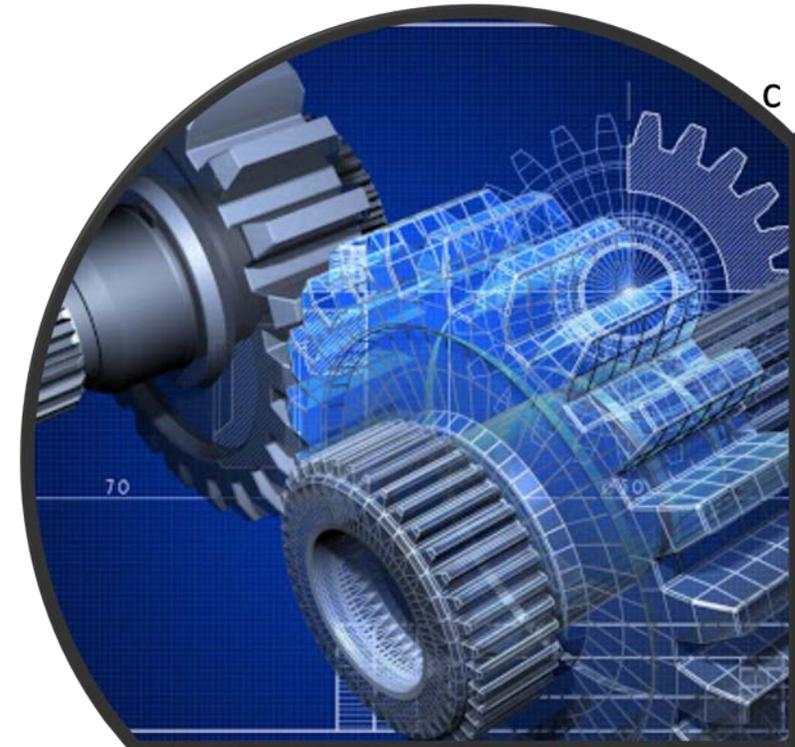
b. Click the **+Comment** link.

c. Enter the Comments in the text box provided.

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

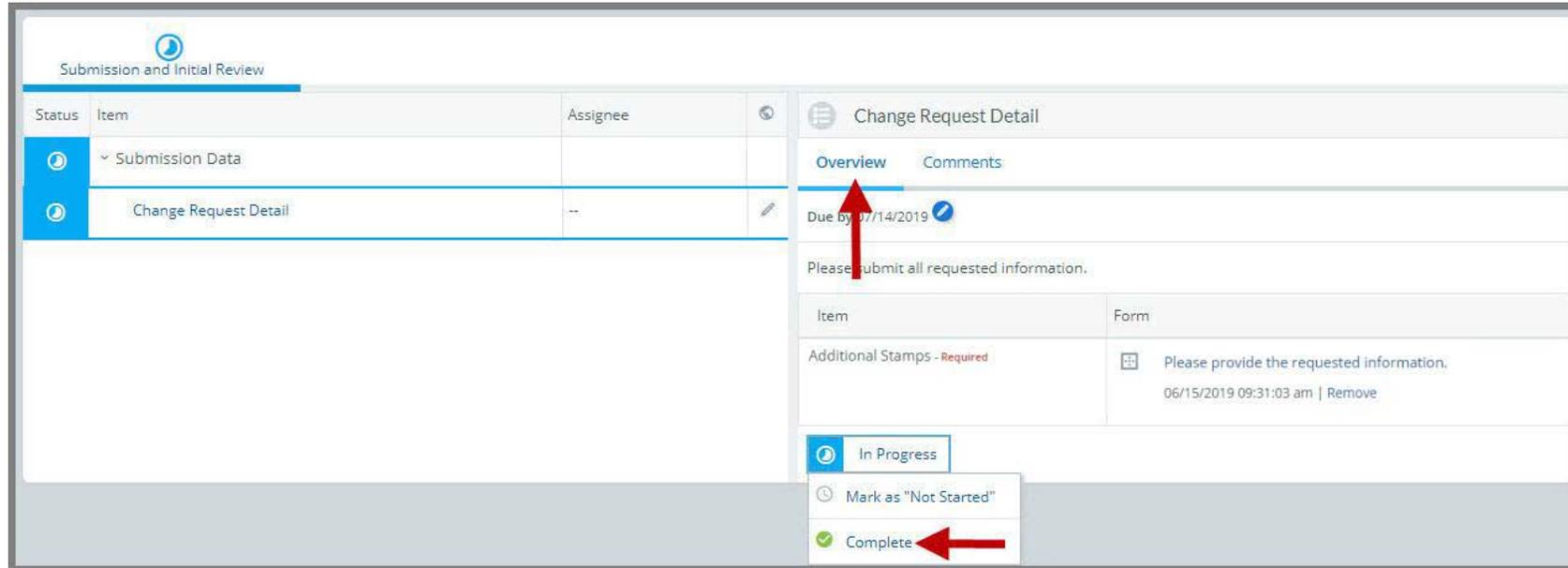
The screenshot shows a 'Submission and Initial Review' page with a table and a right-hand panel:

- Table:** A table with columns 'Status', 'Item', and 'Assignee'. It contains two rows: 'Submission Data' and 'Change Request Detail'.
- Right Panel:** A 'Change Request Detail' section with tabs for 'Overview' and 'Comments'. The 'Comments' tab is active. Below the tabs is a '+ Comment' link with a red arrow pointing to it. Below the link is a large text input box with a red arrow pointing to it. At the bottom right of the panel are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.



13. 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 Progress** blue half-moon icon.
- b. Select **Complete**.

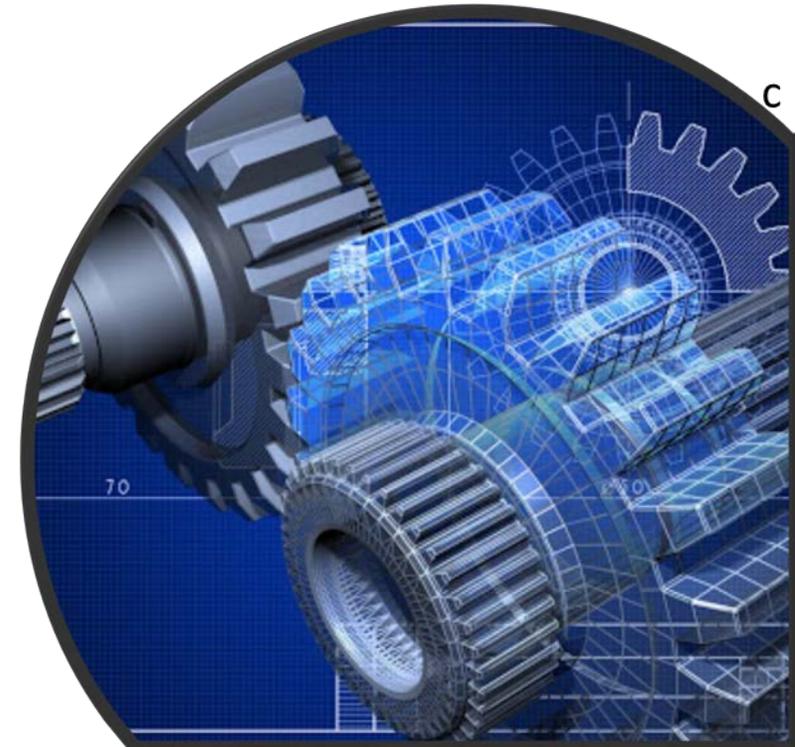


The screenshot displays the 'Change Request Detail' page in the ASME system. On the left, a table lists the request details:

Status	Item	Assignee
	Submission Data	
	Change Request Detail	--

The right-hand pane shows the 'Change Request Detail' for the selected item. It includes a 'Due by' date of 07/14/2019 and a message: 'Please submit all requested information.' Below this, there is a section for 'Additional Stamps - Required' with one stamp: 'Please provide the requested information.' dated 06/15/2019 09:31:03 am. At the bottom, a status dropdown menu is open, showing three options: 'In Progress' (selected), 'Mark as "Not Started"', and 'Complete'. A red arrow points to the 'Complete' option.

14. 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

