REG-CHM-18 -CMSP Action Log

*Step 1 – Log in to the REC Portal as a Change Management team member and click on Change and Release tab and then CMSP Action Log*

Graphical user interface, application, website

Description automatically generated

*Step 2 – Click on CMSP Action Log*

Graphical user interface, text, application, email

Description automatically generated

*Step 3 - Click on Add CMSP Action log*

A picture containing table

Description automatically generated

*Step 4 - Verify:*

*Raised by: Manual entry (mandatory field)*

A picture containing table

Description automatically generated

*Action Owner: Drop down (mandatory field) - this will be role based (e.g. CMT, RPS, RPA etc)*

Background pattern

Description automatically generated

*Action Category: Drop down (optional) (e.g. Review IAR, Review PCR, Review Solution Options)*

Background pattern

Description automatically generatedGraphical user interface, text, application

Description automatically generated

*Action description: Free text (mandatory)*

Background pattern

Description automatically generated

*Attachment(s): optional – multiple attachments can be added against the record*

Graphical user interface, application, Word

Description automatically generated

*Link(s): optional – multiple links can be added against the record*

Graphical user interface

Description automatically generated with medium confidence

*Due Date: Manual entry (mandatory),Status: Dropdown (‘Open’ when first raised and then can be set to ‘Closed/completed’),Comments/Notes: Free text (optional)* Graphical user interface, application

Description automatically generated

*Step 5 - Fill up the Template/Form with all Mandatory fields and if possible all optional fields and click on Submit for Publication. Action Owner: Change Management Team*

Graphical user interface, application

Description automatically generatedGraphical user interface, table

Description automatically generated

*Step 6 - Click on Notification and verify if a notification is received*

*No notification received (Known Issue- RP-4318)*

*Step 7 – Navigate back to the CMSP Action Log and click on ‘Add CMSP Action Log’*

*Step 8 - Fill up the Template/Form with all Mandatory fields and if possible all optional fields and click on Submit for Publication. Action Owner: REC Technical Services* Graphical user interface, text, application, email

Description automatically generated Table

Description automatically generated

*Step 9 -* *Log on to Portal as a REC Technical Services user and click on Notification and verify if a notification is received*

*No notification received (Known Issue- RP-4318)*

*Step 10 – Log in as a Change Management Team member, navigate to CMSP Action Log and click on ‘Add CMSP Action Log’*

*Step 11 - Fill up the Template/Form with all Mandatory fields and if possible all optional fields and click on Submit for Publication. Action Owner: Technical Design Authority*

*Step 12 - Log on to Portal as a Technical Design Authority user and click on Notification and verify if a notification is received*

*No notification received (Known Issue- RP-4318)*

*Step 13 - Log in as a Change Management Team member, navigate to CMSP Action Log and click on ‘Add CMSP Action Log’*

*Step 14 - Fill up the Template/Form with all Mandatory fields and if possible all optional fields and click on Submit for Publication. Action Owner: REC Performance Assurance*

*Step 15 - Log on to Portal as a REC Technical Services user and click on Notification and verify if a notification is received*

*No notification received (Known Issue- RP-4318)*