

Digital Signage - Change Management



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Standard Change	Request channel	Requester	Validation needed
Add / Remove Site	Helix	ISSC	global collaboration
Add / Remove endpoint	Helix	ISSC	global collaboration
Add / Remove content Manager	Helix	Communication team	<ul style="list-style-type: none">• Coordination by : ISSC• Local Validation : Communication team , plant manager, etc...

Request a new digital signage endpoint

★ Search **Digital Signage** from Service One (Helix) and click **Request Now**.

The screenshot shows the Service One interface. At the top, there are navigation links: Home, My Activity, Catalog, and Chatbot. A search bar contains the text "Digital Signage" with a red box around it. Below the search bar, there are tabs for "Top Hits", "Catalog items", "Articles", "Requests", "Approvals", and "Users". Under the "Top Hits" tab, a result for "Digital Signage" is shown. The result includes a mobile phone icon, the text "Digital Signage Workplace Services, Collaboration", and a "Request Now" button with a red box around it. There is also a "Details" link.

★ Fill out the details for all **required** option. And, click **Submit request**.

A large, empty rectangular area intended for filling out the details for the request.



Digital Signage

Request for	Quantity
Rajasekaran Viknash	1

Contact Details

Email Address

Rajasekaran.Viknash-ext@solvay.com

Phone Number

###

Type Of Request **(required)**

Add OR Remove Endpoint

GBU **(required)**

Technology Solutions

Endpoint

Endpoint Request Type **(required)**

Add

Region **(required)**

EEMEA

Country

Belgium

Site **(required)**

BRUXELLES (IXELLES -

Number of Screen(s)

Select

On Site Location

Expected Completion D

10 October 2021

Additional Comments

★ **New Endpoint Installation requires technical actions from:**

ISSC:

He / she is managing:

1. The procurement
2. The installation of the Hardware
3. The Chromebox out of the box actions and enterprise enrollment
4. The request to **Network team**:
 - assign a fixed IP on a local VLAN
 - WAN team : IPANEMA
 - GTO security team : Global Firewall port opening

Revevol :

1. **Revevol** performs the cloud configuration of the software.

Wisdom Provider :

1. **WISDOM Provider** updates the Helix (**Endpoint is Operational**).