



ASME Conformity
Assessment
Cancellation

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.

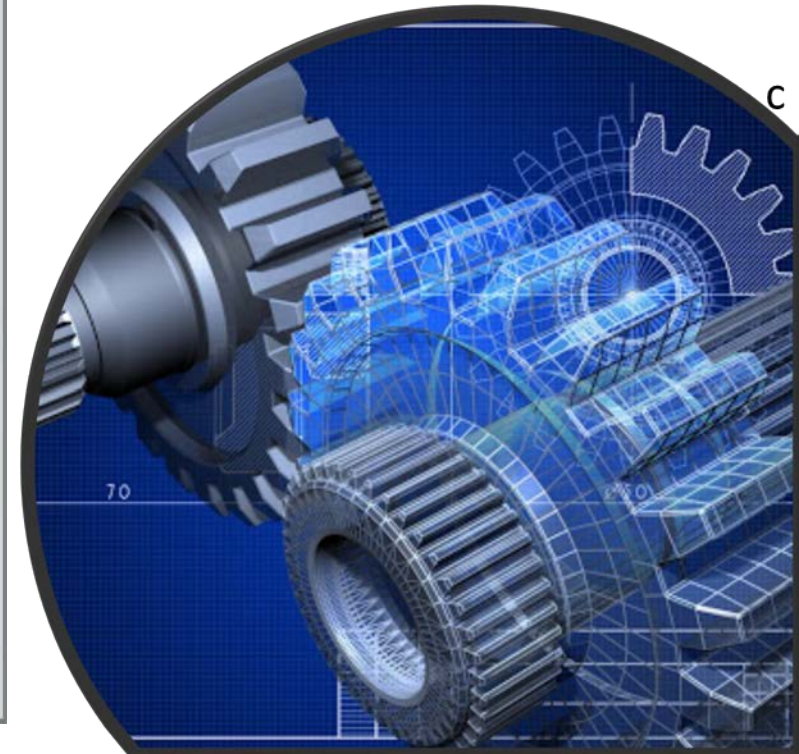
To begin a new **Change Request**,

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. At the top, there is a navigation bar with tabs for Home, Profile, Processes, Applications, Certifications, Documents, Emails, and New Company. The Home tab is active. Below the navigation bar, there is a section for company information for 'ASME CA Connect Training Company'. An 'Actions' menu is open, showing options for 'New Change Request' and 'New Company'. To the right, there is a 'CHANGE REQUESTS' section with a blue circle containing a plus sign. Below this, there is a form to create a new change request, including a 'Select process...' dropdown menu and an 'Application' field. A 'Create' button is visible. Below the form, there is a progress indicator for a 'Change Request: Company Name Change' which is 'In Progress on 06/12/2019' and is 50% complete. At the bottom, there is a table of 'Applications' with columns for Type, Status, and Activities.

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

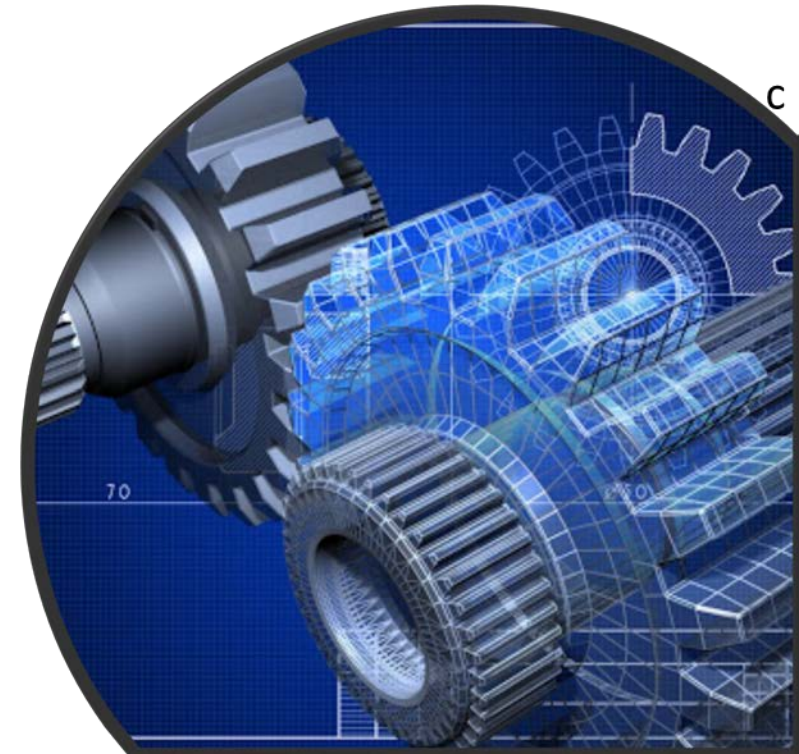




2. The following is a list of change requests you can apply. The steps and information required to complete the submission of any of the change requests is provided in this User Guide. To be directed to the details relating to a specific change request, click on the assigned link below.

- [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](#)

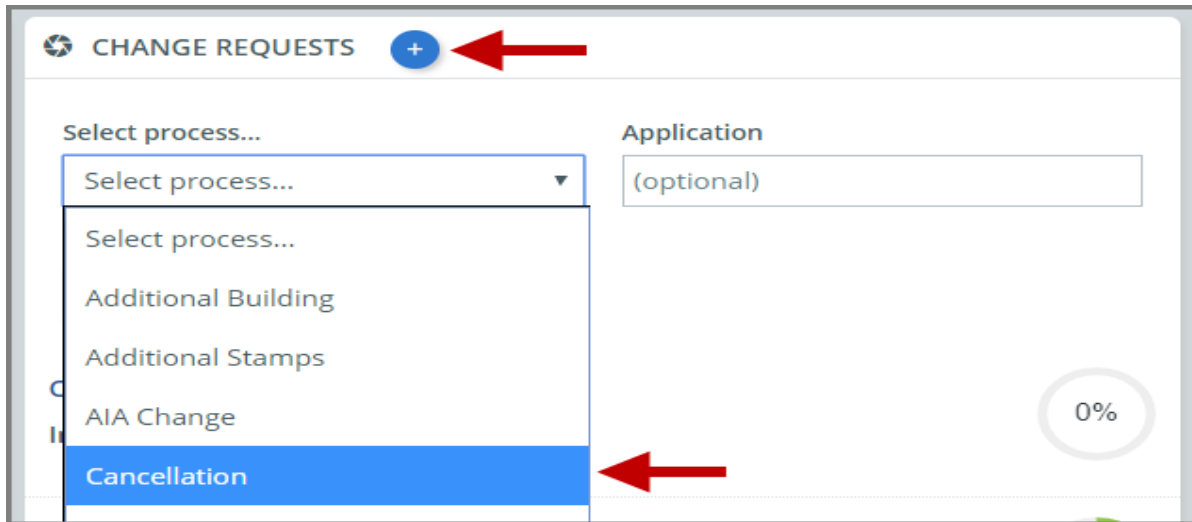
This session will focus on Cancellation



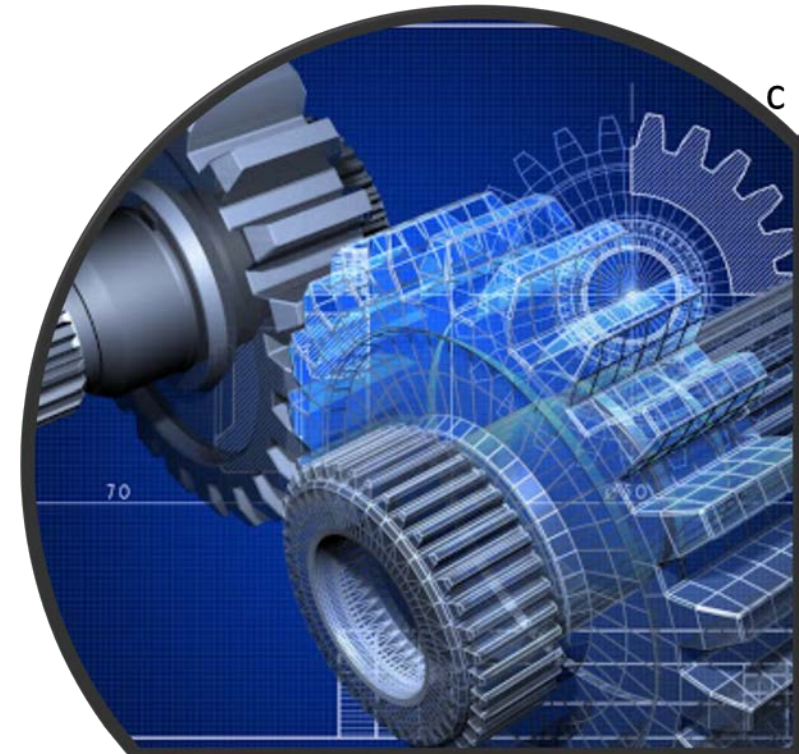
Cancellation

To cancel a scheduled review, select the Cancellation change request process.

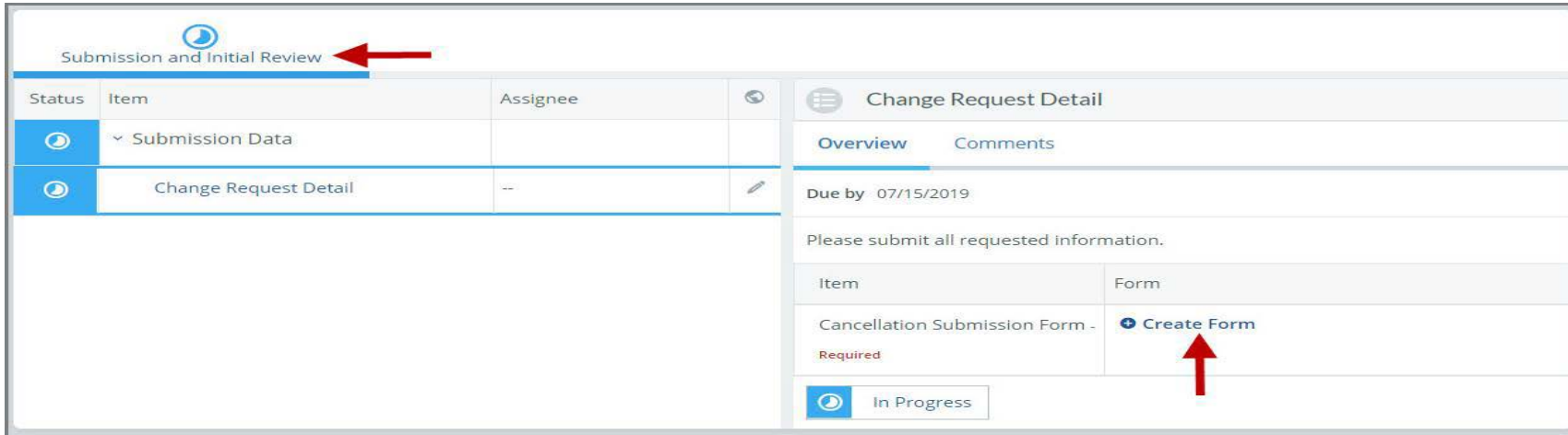
1. Click the **Change Request blue (+) icon**.
2. Under **Select Process**, click the **down arrow** icon to display a selection list for the change request.
3. Scroll through change request list and select **Cancellation**.



4. Click **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.



Status	Item	Assignee	
	▼ Submission Data		
	Change Request Detail	--	

Change Request Detail

Overview Comments

Due by 07/15/2019

Please submit all requested information.

Item	Form
Cancellation Submission Form - Required	Create Form

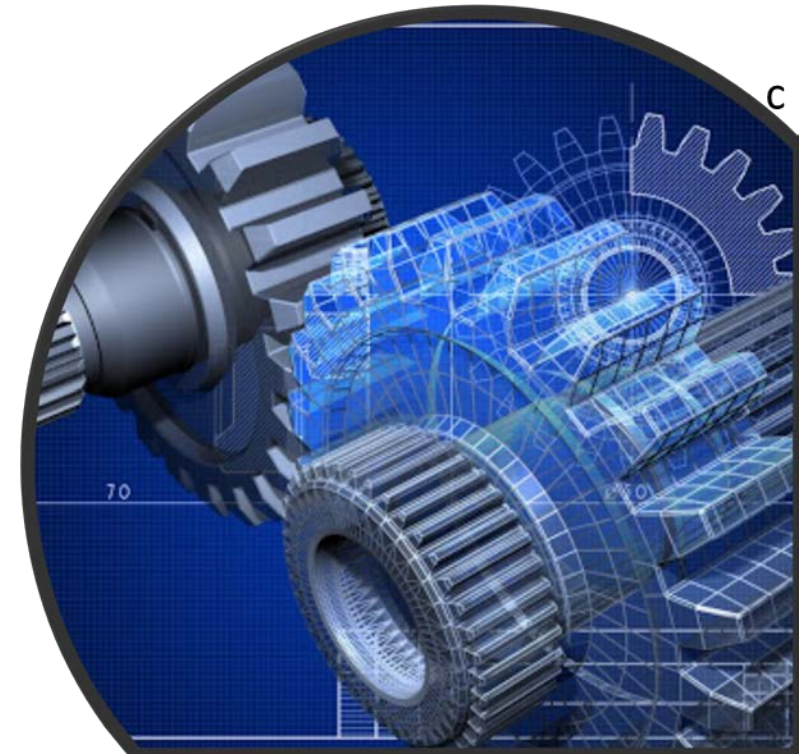
In Progress



6. A form is displayed for you to enter the details relating to the Cancellation change request you are applying for. Whether the change request is for a cancellation or to reschedule for a later date

- Whether the request is for cancellation or rescheduling to a later date (postponement)
- If postponement, enter the requested **Start date**
- If postponement, enter the requested **End date**
- Enter the **Start date** of currently scheduled review
- Enter the **Reason** for cancellation or postponement
- Confirm **Acknowledgement** of cancellation fee policy

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



Form

Are you requesting that the scheduled review be rescheduled to a later date, or simply cancelled?

Postponement: Requested Start Date

Postponement: Requested End Date

Start Date of Currently Scheduled Review

Please describe the reason for cancellation or postponement.

I acknowledge that cancellation or postponement will result in a charge of a cancellation fee, per the ASME policies below.

Yes No

Policies

Please review the policies at the links below. NEED L

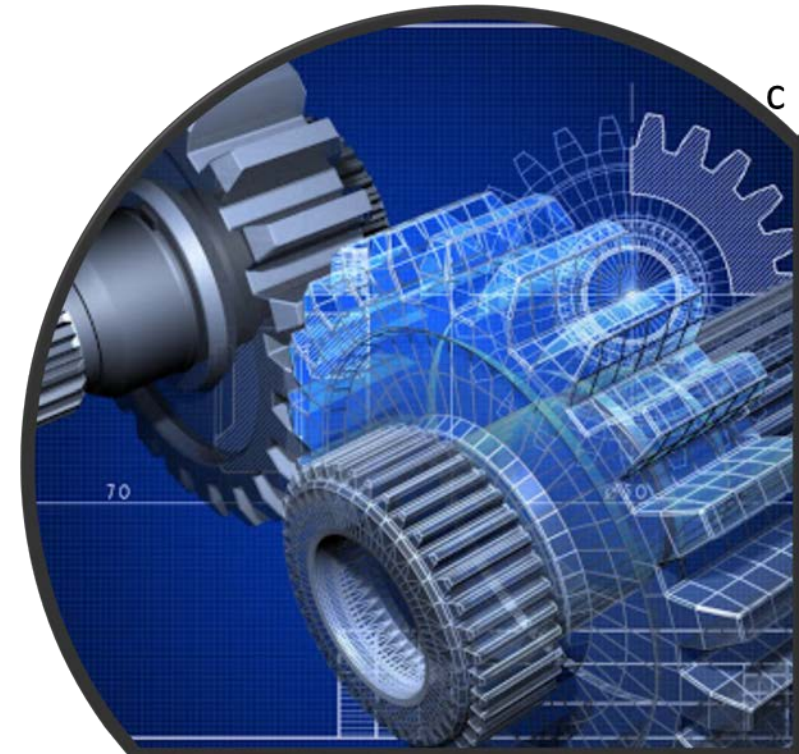
Save Cancel







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


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


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



Submission and Initial Review

Status	Item	Assignee		Change Request Detail
	Submission Data			Overview Comments
	Change Request Detail	--		+ Comment 

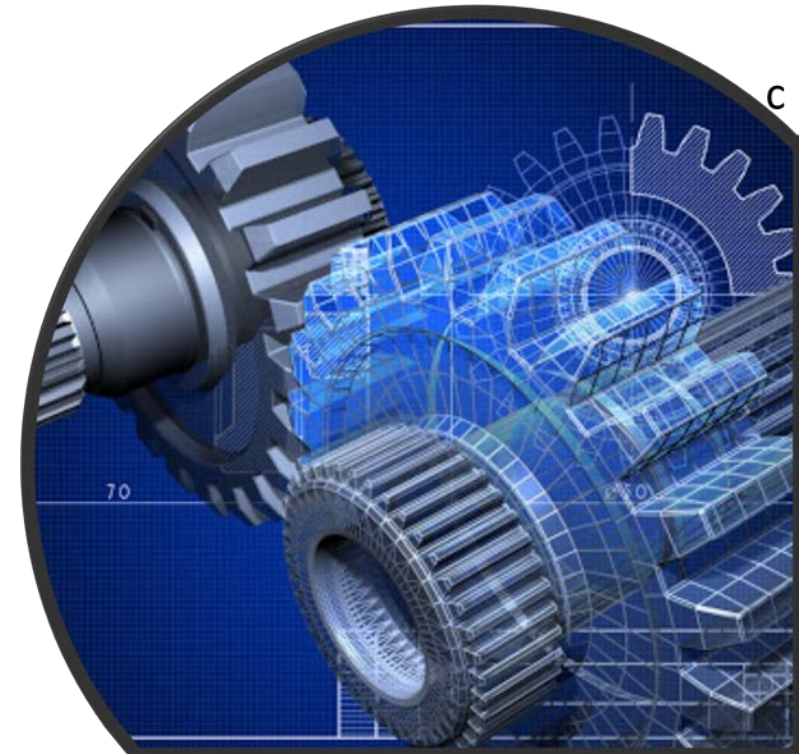


 Save Cancel



10. Initially the status of the change request will be **In Progress**. Once you complete entering all the required information for the change request,

- Click the **In Process blue half-moon icon**.
- Select **Complete**.





For Additional Support Please email
ca@asme.org

