How to Guide

Change Requests





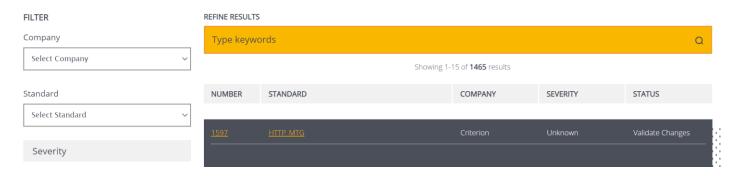
CHANGE REQUESTS - NAVIGATION



Home > What we do > Criterion Standards > Change Requests

Change Requests

Change Requests raised against the Criterion Standards are provided below. Requests for changes can be submitted by registered users here



Access Criterion Standards <u>Change</u> <u>Requests</u> via

- » Home
 - » What we do
 - » Criterion Standards
 - » Change Requests

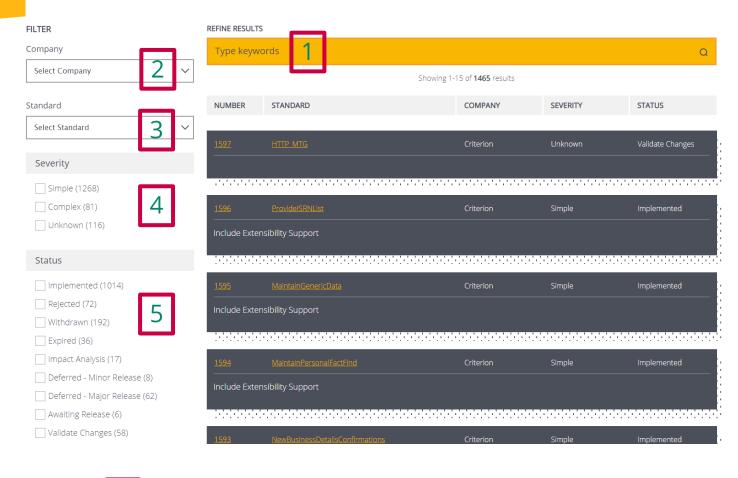
CHANGE REQUESTS PAGE

Change Requests can be searched in a number of ways

- Using the yellow search bar
- Filter by company
- Filter by Standard
- Filter by Severity
- Filter by Status
- Combination of filter and search bar
- Navigating the full list using the pagination at the bottom of the list

Change Requests

Change Requests raised against the Criterion Standards are provided below. Requests for changes can be submitted by registered users here















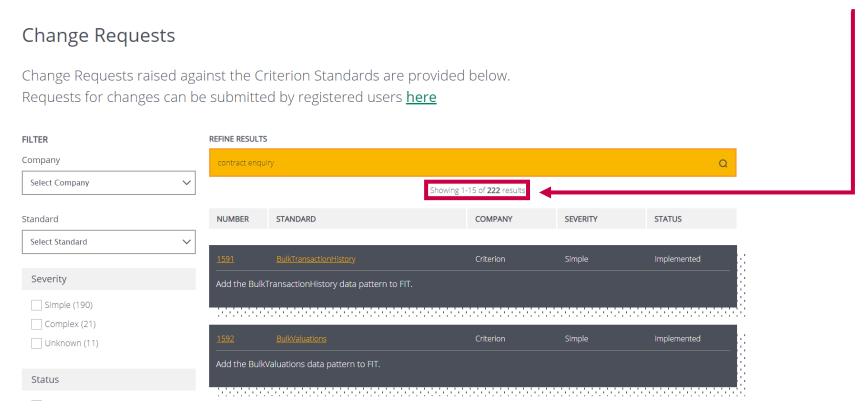






CHANGE REQUESTS – SEARCH BAR

For example, looking for 'contract enquiry' returns 222 results

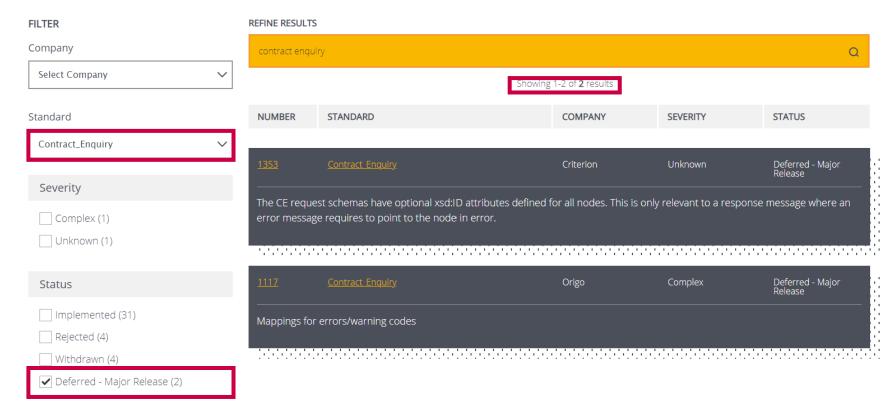


CHANGE REQUESTS – NARROW YOUR SEARCH

This search can be narrowed by using the filters on the left-hand side

Change Requests

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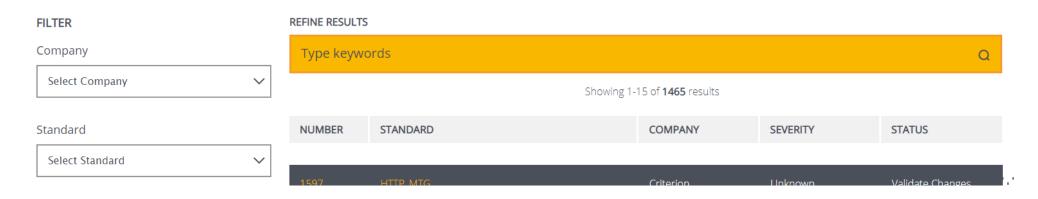


SUBMITTING CHANGE REQUESTS

- To submit a new Change Request, follow the highlighted link
- Please note, only registered users can submit Change Requests

Change Requests

Change Requests raised against the Criterion Standards are provided below. Requests for changes can be submitted by registered users here



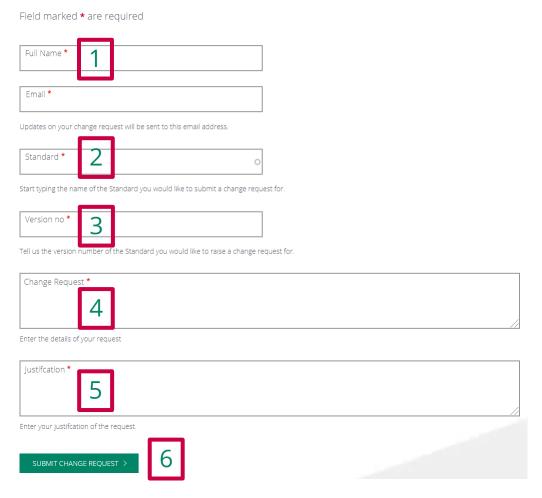
SUBMITTING CHANGE REQUESTS

Complete the form to submit a Change Request

- 1. Provide your full name and email (Please note, only registered users can submit Change Requests)
- 2. Start typing and select Standard from drop down list
- 3. Please ensure you specify version
- 4. Enter the detail of requested changes
- 5. Please provide justification for the request
- 6. Submit form once complete

Submit a change request

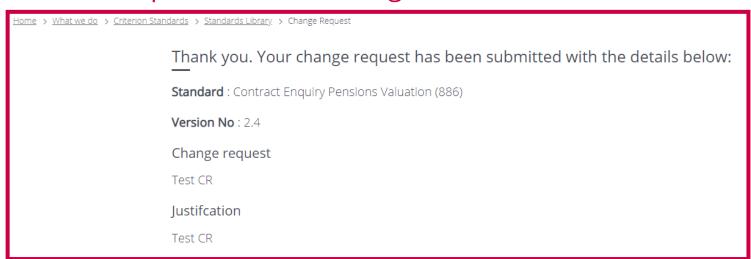
Please complete the form below and our Standards team will review your request





POST SUBMISSION

- Once you have submitted your Change Request, you will receive onscreen confirmation (see below)
- Change Requests are reviewed internally, discussed at Working Groups and action decided before details are published online
- If you have any questions about a Change Request you have submitted, please contact enquiries@criterion.org.uk



CONTACT US – WE'RE HAPPY TO HELP

- 7 Lochside View, Edinburgh EH12 9DH
- www.criterion.org.uk
- enquiries@criterion.org.uk
- 0131 357 0100



