SIRENE Help Sheet	

Object	Users concerned
Bulk site creation requests	RSM, CPM, CRM, SGT services

1. Description

A bulk site creation requests in SIRENE is made by the way of an Excel template. You should fill the template with sites and theirs information and then this file should send to SGT Service to process site creation. A feedback mail is sent when all sites are created.

2. How to access ?

From the menu 'Request' and a click on the link 'Bulk Site Creation'.

3. How to use this function ?

The first form (Figure 1) describes the process to follow in order to request bulk site creation and permits the template import necessary to the bulk sites creation request.

Request process is the following :

1 – Download the Excel template available on the form (link to file in the first step on the form).

2 – Fill this file, with take care not to miss mandatory fields which are indicated by red header with a cross. For each add-on in this template, do fill the id column with a number which will be unique in your file. This number allows identifying clearly the sites to create.

3 – Save your file and import it from the 'Parcourir' button and then click on 'Check File' button to control file structure coherence with data already in use in the application like company, country, etc.

4 – Error cases in the file: The coherence control result display like in figure 2 when errors are detected in the file. The report presents control on file structure (file type, column order, column name…), the number of sites to create, and eventually a control on the data coherence. The errors avoid you to send your request to SGT services. You should so modify your file according to indication from the errors report. After that you must restart the process to step 3 by the way of 'Previous Step' button.

4 bis – No errors have been detected in the imported file: The figure 3 shows you the display view when no errors have been detected. It is so possible to send your request to SGT Services by clicking on '*Send My Request'*. A message '*Requests have been sent successfully to SGT Services'* will be displayed.
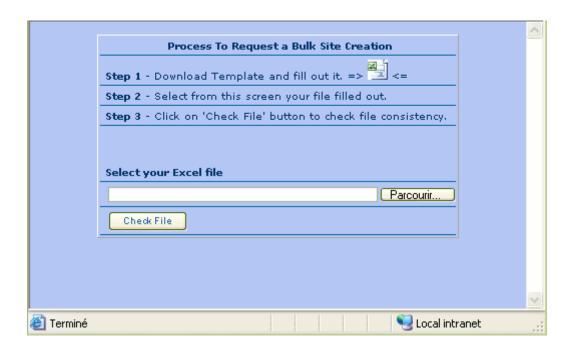
Figure 1 – Template Import form

Figure 2 – Example of errors report

Figure 3 – Example of errors report in case of successful import