

SIRENE Help Sheet

Object	Users concerned
Site management (Creation, Modification, Archive)	SGT services

1. Description

A site in SIRENE is an entity which represents a Saint-Gobain site. The site management is centralised and managed by SGT Services. RSM, CPM and CRM can only modify site attributes. (Help Sheet 10).

2. How to access ?

To access site management (add/modification/archive of sites), you must have administrators rights. You could access it from 'Definition' section then 'Site'.

3. How to use the form ?

Research on a site:

The main screen to manage site is represented in figure 1. It permits making a search on a site code or an interval of site codes (for further sites of the same country) with the field 'SGT Site Code from' et 'to'. It is also possible to filter by site name, RSM, country, city, sector, zone and company. The criteria « Display Archives » allows to display active sites and archive ones.

The screenshot shows a web interface titled "SIRENE - Site Management". It contains a search form with the following fields: "SGT Site Code from" and "to" (text boxes), "SGT Site Name" (text box), "RSM" (dropdown menu), "Country" (dropdown menu), "City" (dropdown menu), "Sector" (dropdown menu), "Zone" (dropdown menu), and "Company" (dropdown menu). There is also a checkbox labeled "Display Archives". At the bottom of the form are two buttons: "Search" and "Add Site".

Figure 1. Site research screen

Add a site :

To add a site, click on 'Add Site' button, it will open the window of the figure 2. In order to save the site recently created from this interface, you must fill all mandatory fields (company, address 1, country, post code, city, IT Manager and the number of users).

Some form elements are interactive and act between each other. Indeed when you fill a SIF Code, sector, zone and company are automatically filled. In the same way, if you modify the value of sector, zone list will be modified and also company list.

The 'Old Site Code' field is used in a case of a move in order to make the link with the old site. To do this action, it is necessary to fill a valid site code otherwise it will be

void automatically. If the site code is present and not archive, this information will display next to the input zone.

The country selection will fill post code and reduce cities list to the country concerned, nevertheless it is possible to add a new city with 'Add a new city' button. An input field appears with the save option. After save, this new city is present in the cities list and directly selected.

The selection of contact is done with 'Select a contact' button; it permits to fill in the contact name. If it is already in the application, a list will be displayed to select it; otherwise a button will be displayed to create the contact (Help Sheet 9)

SIRENE - Site Add/Modify - Microsoft Internet Explorer

Save Save & Duplicate Close

* : Mandatory fields

SIRENE - Add Site

Description

Site Code :
Site Name : - -
Old Site Code :
Site Status : In building
Update Status Date :
Site Type :
Site Fix Phone :
Usual Name :
SIF Code :
Sector :
Zone :
* Company :
Address

* Address 1 :
Address 2 :
Address 3 :
* Country :
* Post Code :
* City : Add a new city

Contact

* IT Manager : Select a contact
RSM : Select a contact
Security Contact : Select a contact
Telephony Contact : Select a contact

Additional Informations

Comments :

Terminé Trusted sites

Figure 2. Site creation screen

Duplicate a site :

It is possible to duplicate a site creation in order to keep some elements (country, IT Manager, sector, zone and company) from the last creation. In this case, the user will validate his first save with the « Send my request & Duplicate » button. This operation will save the first site and the user will be redirected to the creation form with information already filled.

Modify a site:

To modify a site, you must search it from the research screen and click on the 'Modify' button; it will open a window like in figure 3.

This one has some difference with site creation form.

It is possible to link site to a site community with 'Manage Community' button which give us access to the add/delete community site of the figure 4. The site community thus added will be visible since the site modification form.

Note it is not possible to modify fields site code, site name, status, update status date, country and operators on site.

On the bottom screen, two links for TIM and SPO are available.

SIRENE - Site Add/Modify - Microsoft Internet Explorer

Save Modification Request Close

* : Mandatory fields

SIRENE - Modify Site

Description

Site Community Code : Manage community

Site Code : FR0002

Site Name : FR0002 - Abbeville - PP Dsc Cedex

Old Site Code :

Site Status : In use

Update Status Date : 2007-09-28

Site Type :

Site Fix Phone : 03 22 19 40 37

Usual Name :

Sector : Building Distribution

Zone : BD PointP

* Company : BD_PPCEDE0

Address

* Address 1 : Z.I. rue du château d'eau

Address 2 :

Address 3 :

* Country : France

* Post Code : FR - 80143

* City : ABBEVILLE Add a new city

Contact

* IT Manager : Jean-Claude GUYONNET Select a contact

Fix Phone : 03 44 55 82 10

Mobile Phone : 06 70 27 96 07

jean-claude.guyonnet@saint-gobain.com

RSM : Alain AKOPIAN Select a contact

Fix Phone :

Mobile Phone :

Alain.AKOPIAN@saint-gobain.com

Security Contact : Select a contact

Telephony Contact : Select a contact

Additional Informations

Comments :

Trusted sites

Figure 3. Site modification screen

Archive site :

From the research screen, the 'Delete' button is the way to archive a site. A click on it is necessary to archive simply a site. It is possible to reactive an archived site from the same screen with the filter option 'Display archives' checked and a click on 'reactivate' button.

The screenshot displays the SIRENE Site Management interface. At the top, there is a header with the SIRENE logo and version information. Below the header, a navigation bar contains tabs for Definition, Reference, Requests Supervisor, Request, SGT Applications, Help, and Log out. The main content area is titled 'SIRENE - Site Management' and contains a search form with fields for SGT Site Code from, to, SGT Site Name, RSM, Country, City, Sector, Zone, and Company. A 'Display Archives' checkbox is also present. A 'Search' button is located below the form. Below the search form, a table displays search results. The table has columns for Site Code, Site Name, Delegation, and Company. A 'Modify' button and a 'Delete' button are located to the left of the table. A confirmation dialog box is open over the table, asking 'Are you sure to want to delete this site?' with 'OK' and 'Annuler' buttons.

SIRENE
(Release v1.00 - Optimized for Internet Explorer 6) 6128 sites

Definition Reference Requests Supervisor Request SGT Applications Help Log out

➤ SIRENE - Site Management

SGT Site Code from : FR 0002
to : FR
SGT Site Name :
RSM :
Country :
City :
Sector :
Zone :
Company :
Display Archives : ☐

Search

1 Results

Site Code	Site Name	Delegation	Company
FR.0002	FR.0002 - Abbe	OTHERS	BD_PPCEDEO

Modify Delete

Microsoft Internet Explorer
Are you sure to want to delete this site ?
OK Annuler

Figure 4. Site archive