

SIRENE Help sheet

Object	Users concerned
Add, modification, archive a company	SGT services

1. Description

A company in SIRENE is an entity which represents a SAINT-GOBAIN company. This one should be created before site creation associated to it. The company management is entirely centralised and managed by SGT services. A company is linked to a 'Zone' which is attached to a 'Sector'.

2. How to access ?

To access company management (read/write), you must have administrator rights. Go to menu 'Definition' then 'Company'.

3. How to manage companies ?

Search a company:

The main screen (Figure 1) allows making a search on id (SIF Code), company name or on sector, zone and company. The criteria 'Display Archives' is used to display actives and archives companies.

The screenshot shows the SIRENE web application interface. At the top left is the SAINT-GOBAIN TELECOM logo. The main header area contains the text 'SIRENE (Release v1.00 - Optimized for Internet Explorer 6) 6116 sites'. Below this is a navigation bar with buttons: 'Definition', 'Reference', 'Requests Supervisor', 'Request', 'SGT Applications', 'Help', and 'Log out'. The main content area is titled 'SIRENE - Company Management'. It features a search form with the following fields: 'SIF Code :', 'Company Name :', 'Sector :', 'Zone :', and 'Company :'. Each of these fields has a corresponding input box or a dropdown menu. Below these fields is a checkbox labeled 'Display Archives :'. At the bottom of the form are two buttons: 'Search' and 'Add Company'.

Figure 1. Company research screen

Add a company:

To add a company, click on 'Add company' button, the window showed in figure 2 will be displayed. You must fill in SIF code (juridic id on 5 digits), company name, sector and zone. You could possibly indicate a CRM contact and a commentary but this information is not mandatory.

SIRENE - Company Add/Modify - Microsoft Internet Explorer

Save Close

* : Mandatory fields

→ SIRENE - Add Company

Description

* SIF CODE :

* Company Name :

Comments :

* Sector :

* Zone :

CRM :

Terminé Local intranet

Figure 2. Company add screen

Modify a company:

To modify a company, you must search it from the research screen and then click on 'Modify' button of the company. The window like in figure 3 will be displayed. It is not possible to change the SIF Code. The information Company Name, Sector and Zone must be filled and can be modified. It is possible to a CRM to a company if it is necessary.

The screenshot shows a web browser window titled "SIRENE - Company Add/Modify - Microsoft Internet Explorer". The interface has a header bar with a world map icon, "Save", "Details", and "Close" buttons, and a red asterisk legend indicating "Mandatory fields". Below the header is a blue bar with the text "SIRENE - Modify Company". The main content area is titled "Description" and contains the following fields and information:

- * SIF CODE : 04607
- * Company Name : Artex Rawlplug
- Comments : (A large text area with a vertical scrollbar.)
- Number of sites : 0
- RSM attached :
- Number of users : 0
- * Sector : Construction Products (dropdown menu)
- * Zone : CP Gypse BPB (dropdown menu)
- CRM : (A button labeled "Select a contact")

The bottom of the window shows a status bar with "Terminé" on the left and "Local intranet" on the right.

Figure 3. Company modification screen

Archive a company :

A company can be archived if only none site is linked to it. Archive option is available after a search. When a company can be deleted, a 'Delete' button is displayed in the result screen (Figure 4). A click on this button permits to simply archive it after confirmation. It is possible to reactive a company after making a search on it with the 'Display Archives' filter option checked. The option 'Reactivate' is so available on the result screen to reactivate a company.

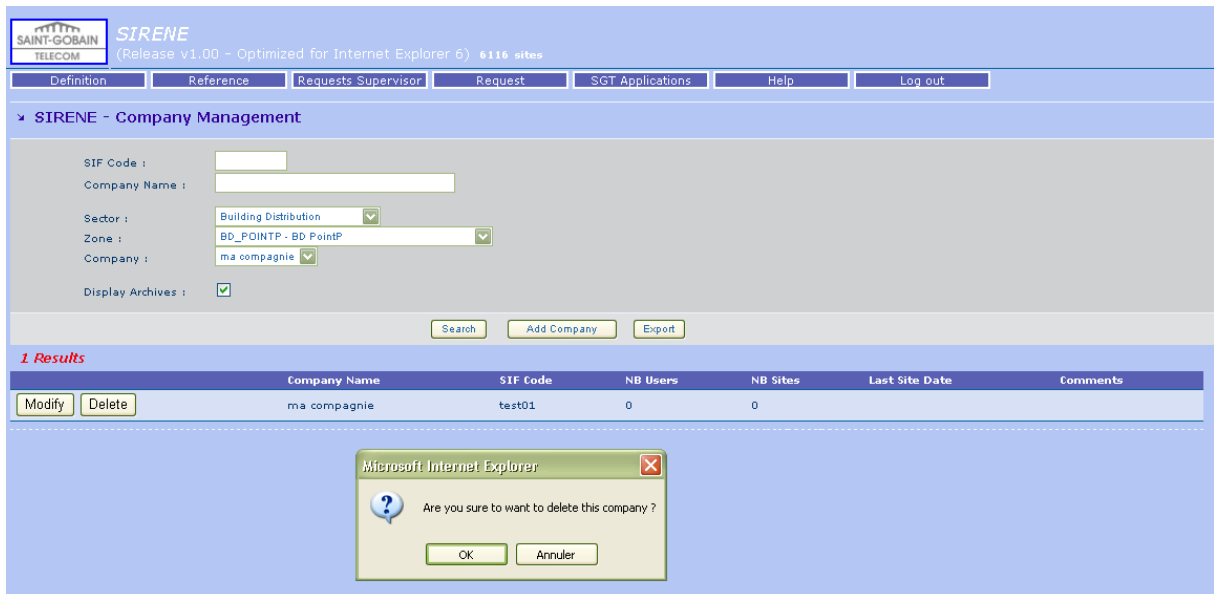


Figure 4. Archive operation on a company