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 manage bu SGT Services. RSM, CPM and CRM can only modify sites 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 make a search on a site code or an interval of site codes (for further site 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 actives sites and archives ones.

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 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 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)
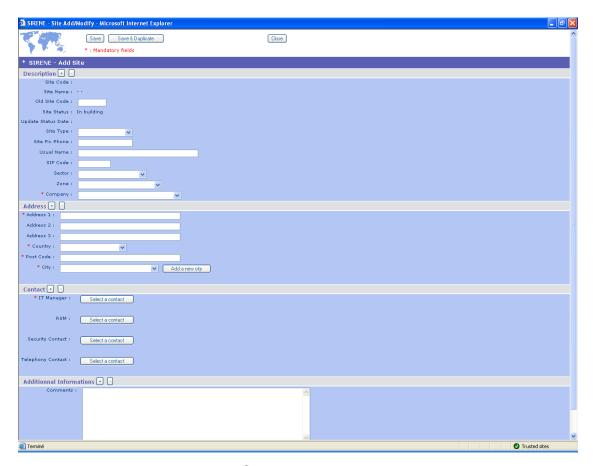

Figure 2. Site creation screen

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.

<u>Modify a site:</u>

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.

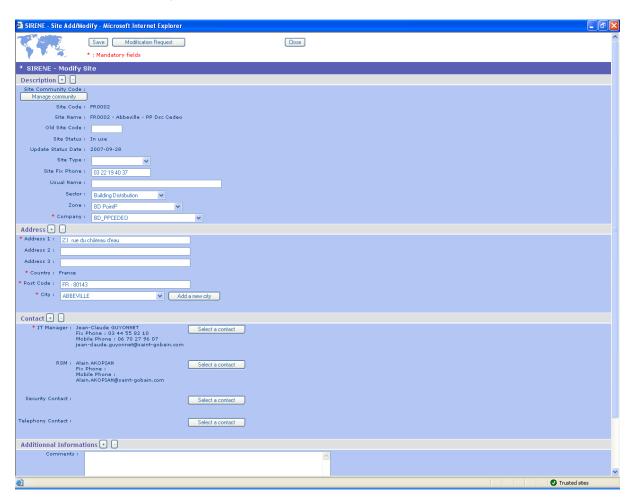On the bottom screen, two links for TIM and SPO are available.

Figure 3. Site modification screen

<u>Archive site :</u>

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.
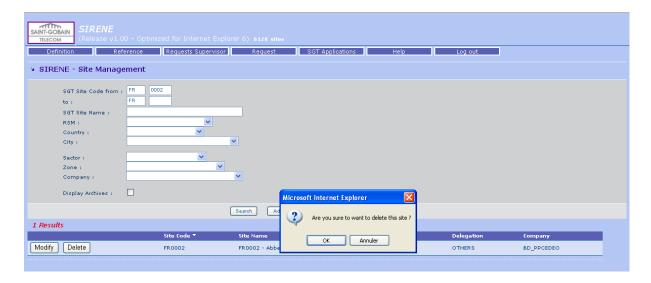

Figure 4. Site archive