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.

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.

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.

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.
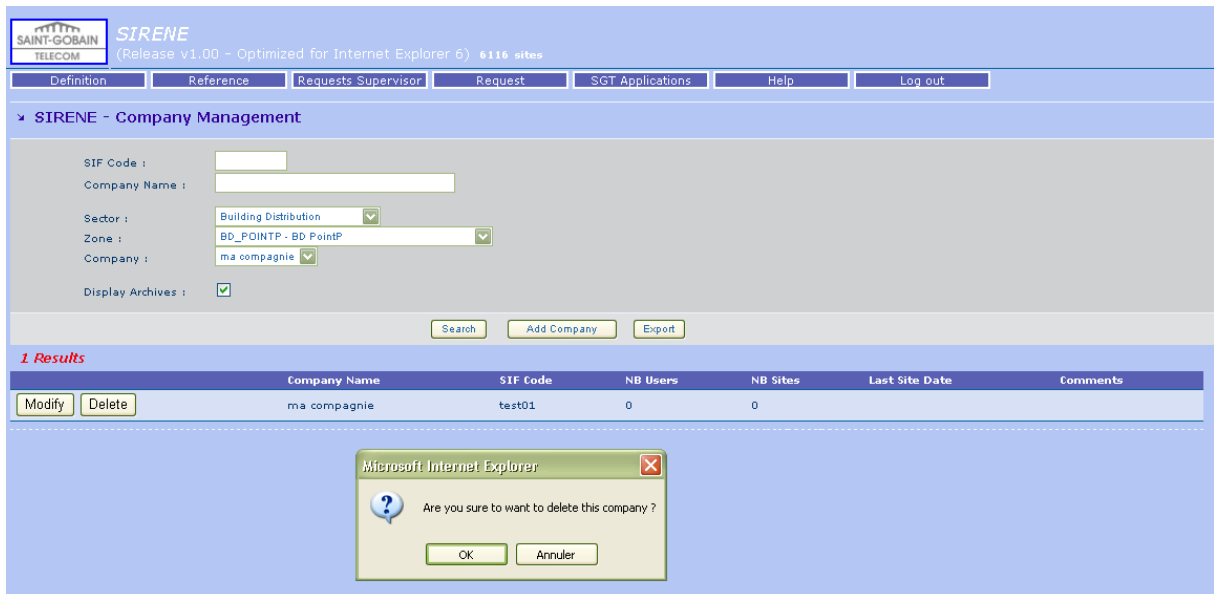

Figure 4. Archive operation on a company