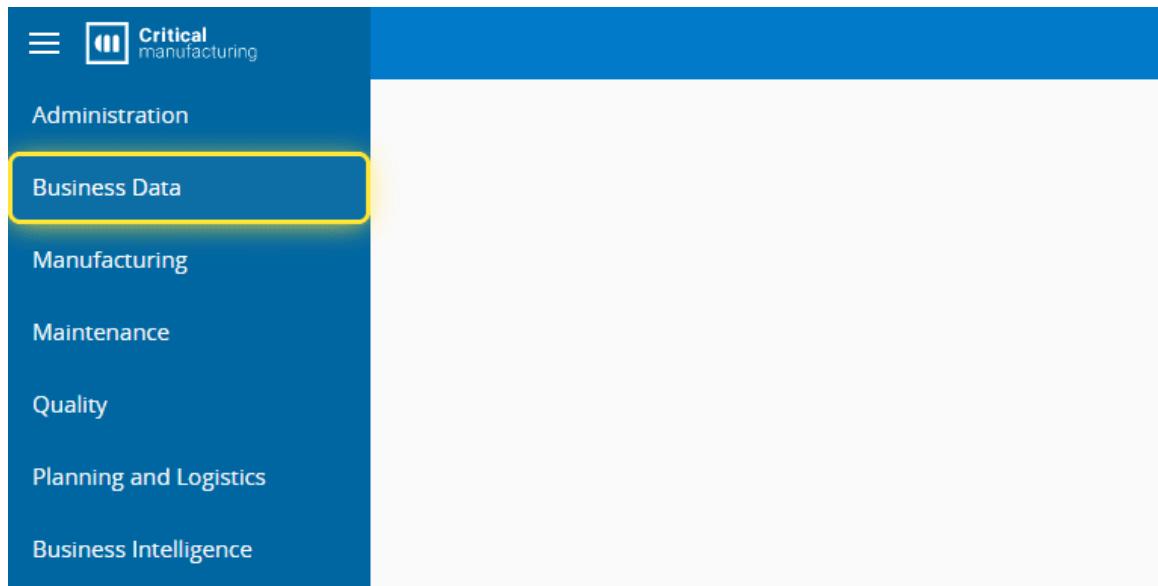
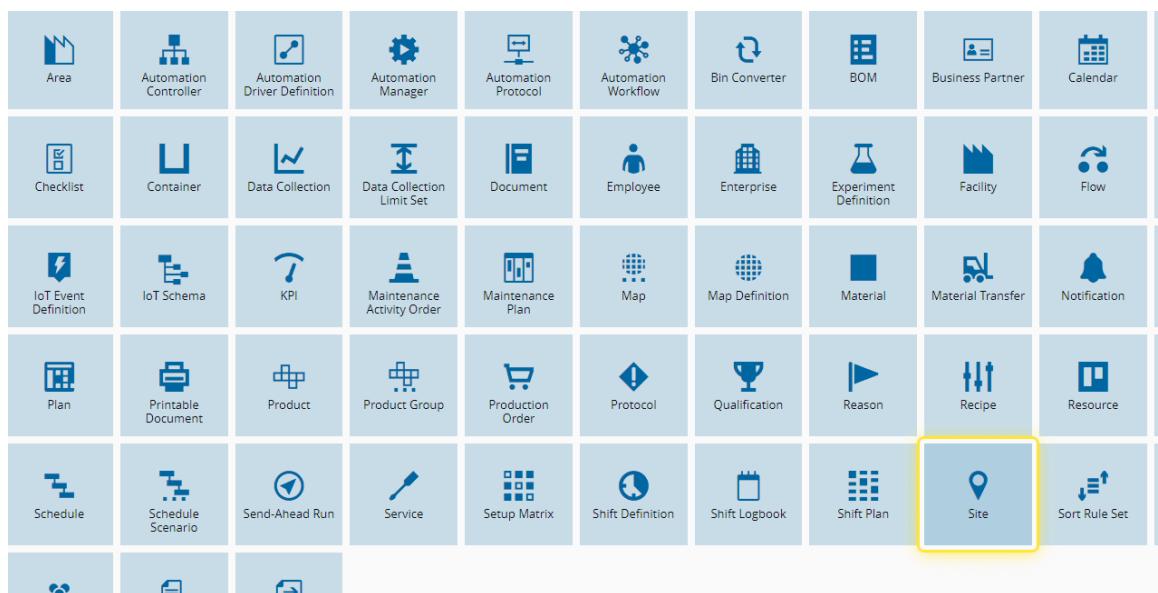


## How to: Create a Site

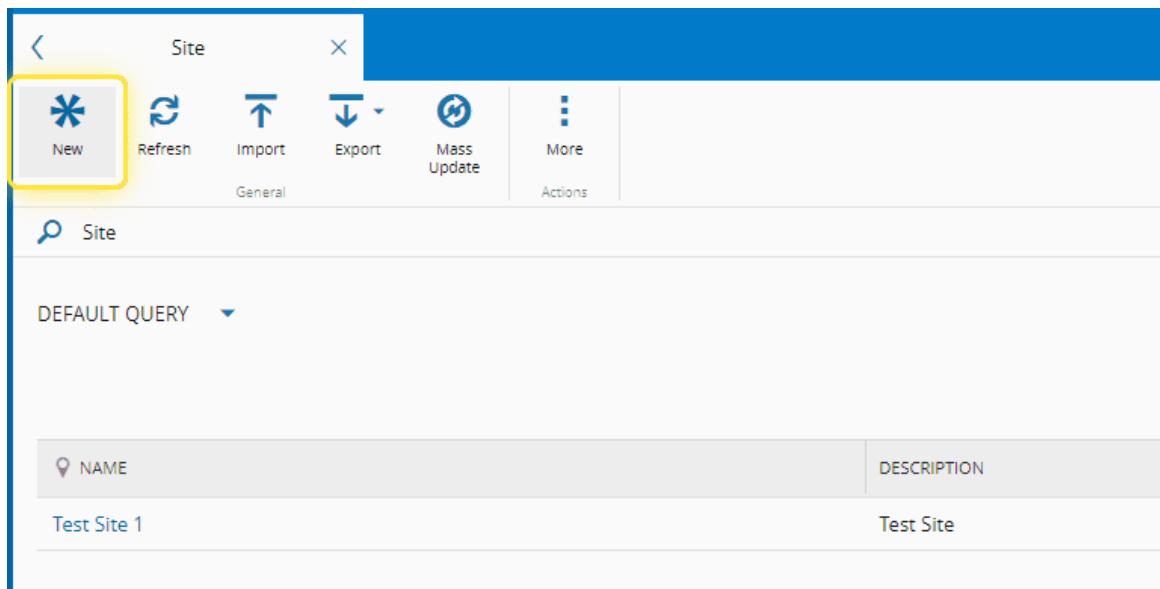
1. Go to the Business Data menu.



2. Select the Site entity.



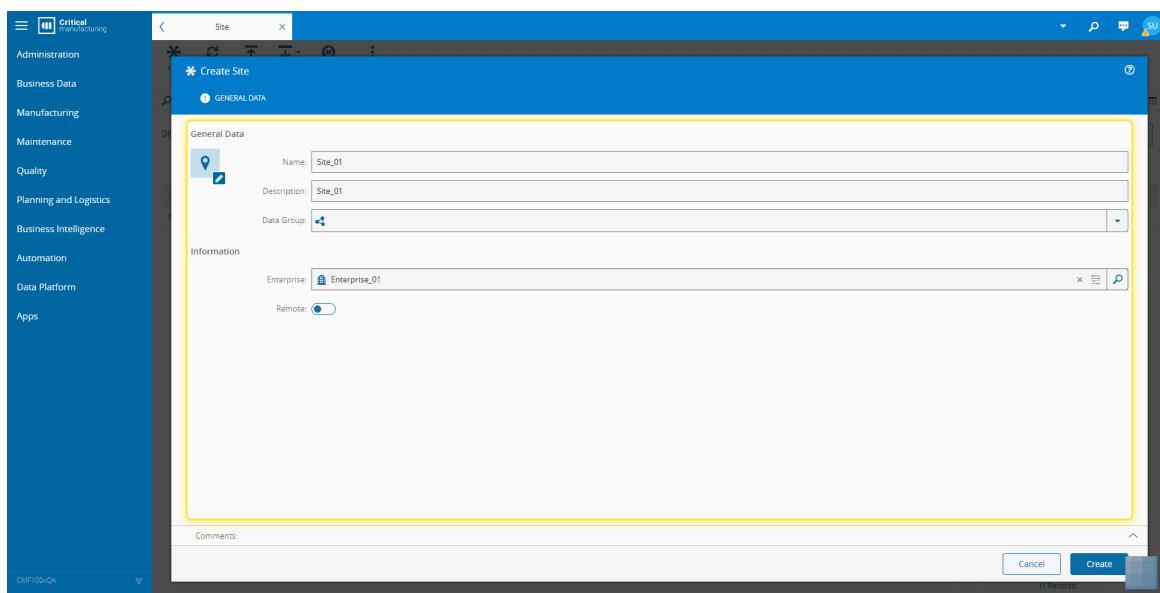
3. Select the New button.



The screenshot shows the 'Site' list page. At the top, there is a toolbar with buttons for 'New', 'Refresh', 'Import', 'Export', 'Mass Update', and 'More'. The 'New' button is highlighted with a yellow box. Below the toolbar, there is a search bar with the text 'Site' and a dropdown menu labeled 'DEFAULT QUERY'. The main area displays a table with two columns: 'NAME' and 'DESCRIPTION'. A single row is visible, showing 'Test Site 1' in the NAME column and 'Test Site' in the DESCRIPTION column.

4. Under the General Data tab, complete the necessary fields.

For more information, see [Create Site - Critical Manufacturing Documentation Portal](#)



The screenshot shows the 'Create Site' dialog box. The 'GENERAL DATA' tab is selected. The 'General Data' section contains fields for 'Name' (Site\_01), 'Description' (Site\_01), 'Data Group' (empty), 'Enterprise' (Enterprise\_01), and 'Comments' (empty). The 'Create' button is visible at the bottom right.

5. Select the Create button.

