



How to: Create a Site

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DOCUMENT ACCESS

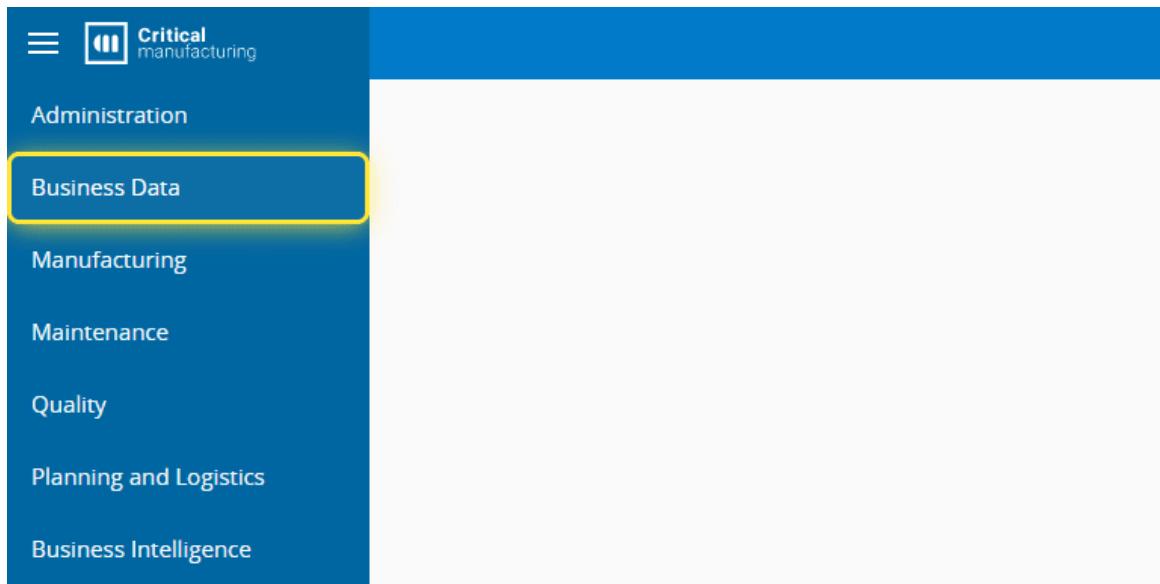
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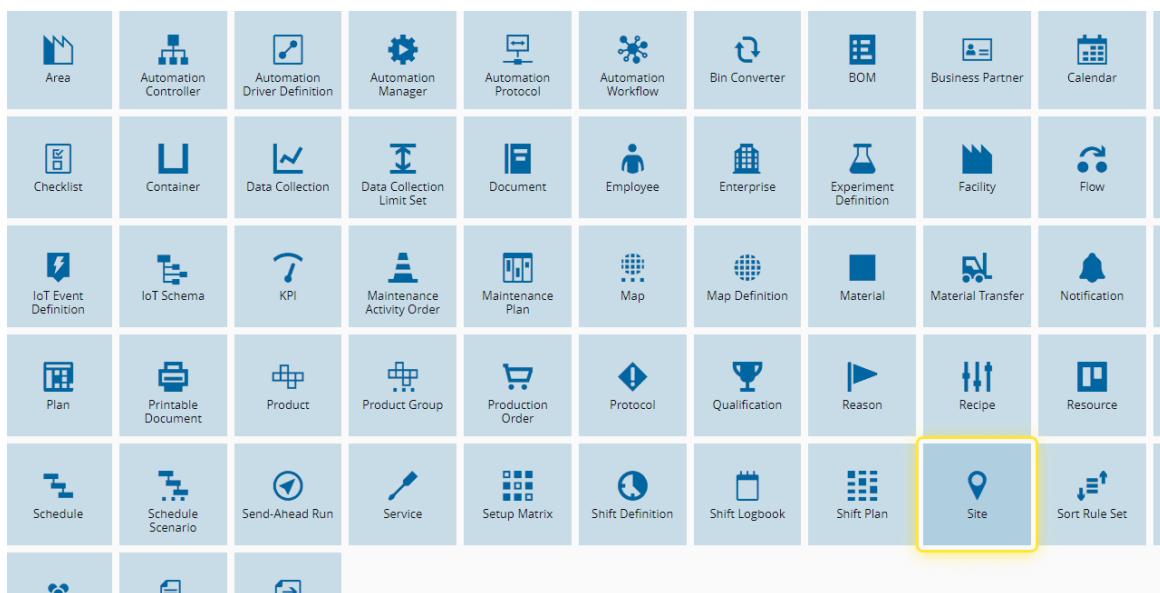
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How to: Create a Site

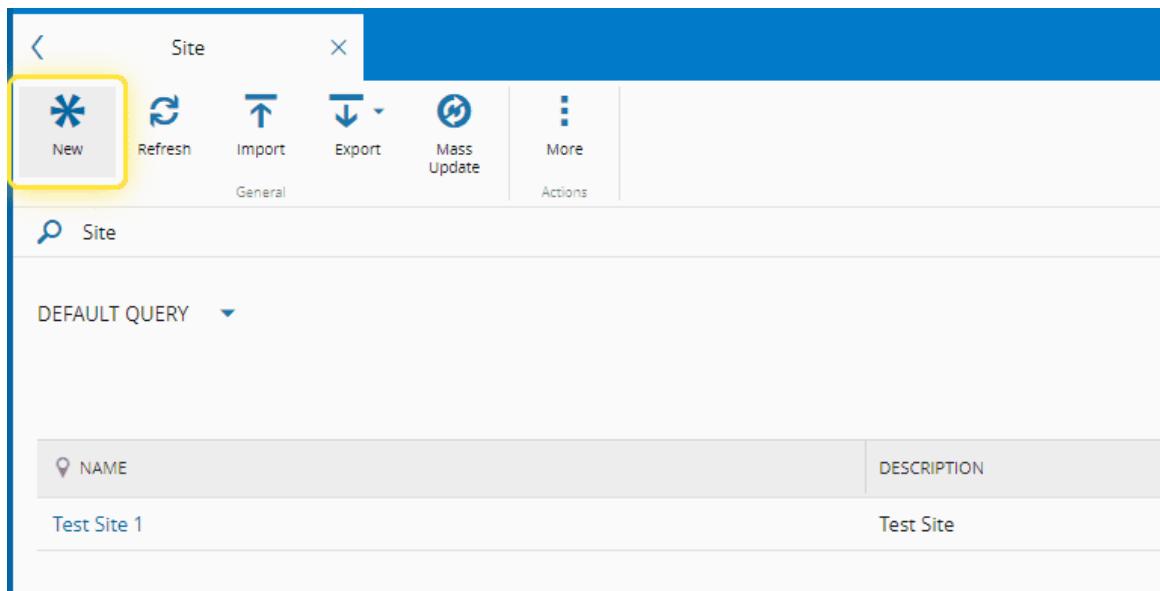
1. Go to the Business Data menu.



2. Select the Site entity.



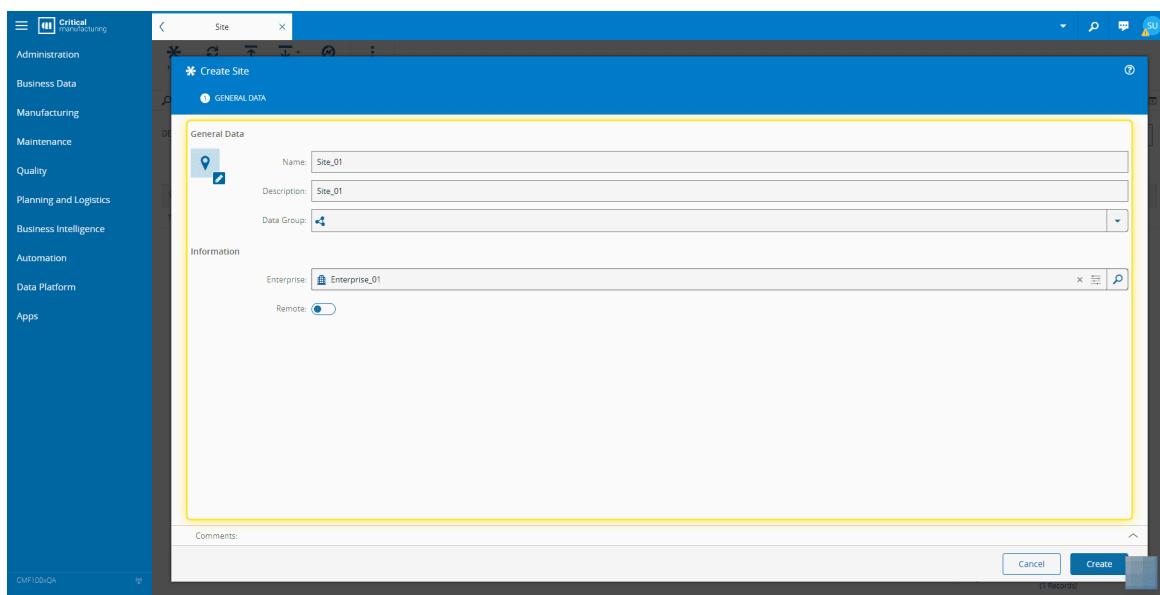
3. Select the New button.



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 labeled '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.

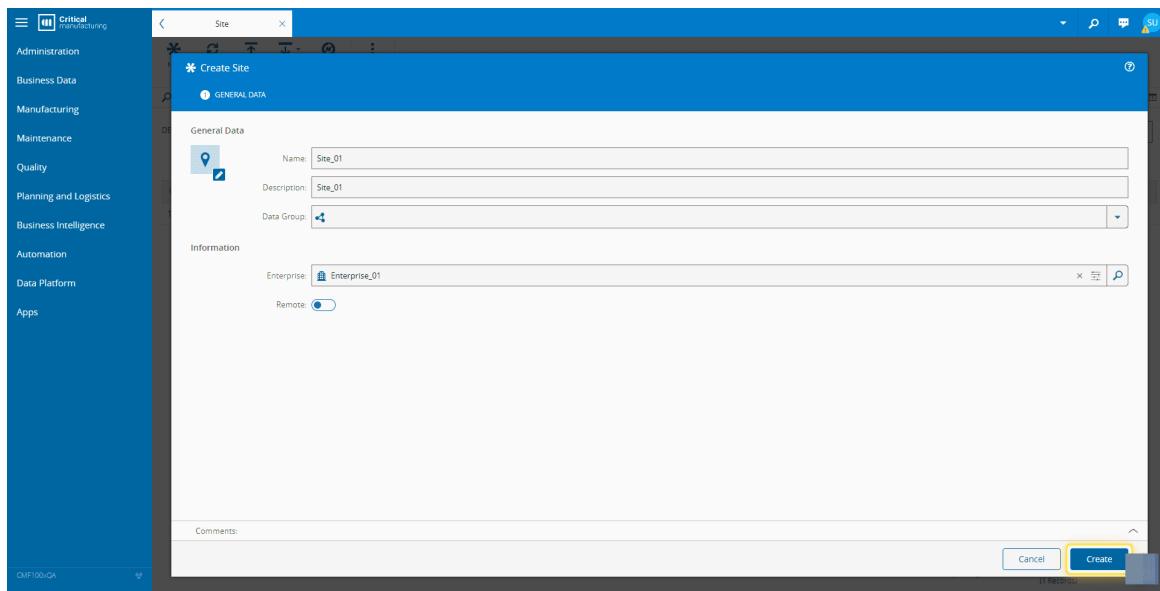
4. Under the General Data tab, complete the necessary fields.

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 'Name' field is set to 'Site_01', the 'Description' field is set to 'Site_01', and the 'Enterprise' field is set to 'Enterprise_01'. The 'Data Group' field is empty. The 'Comments' field is empty. The 'Create' button is highlighted with a yellow box.

5. Select the Create button.





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