

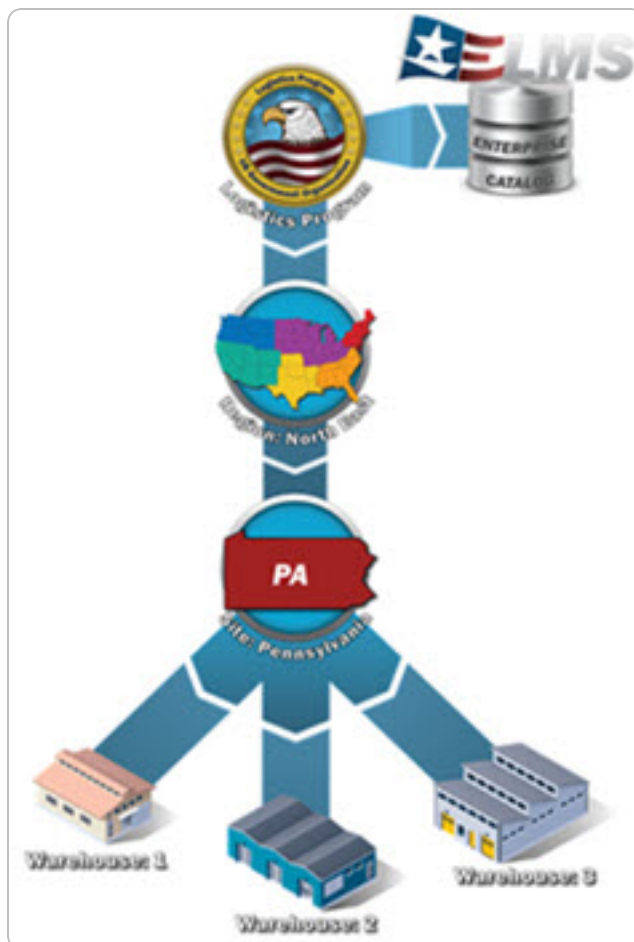


Site

Overview

The Warehouse Management module Site process provides the ability to group Warehouses within a Region.

The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Once created by the ELMS User Account Management team, an inquiry finds what Sites are available and which are editable, depending on what the role allows.



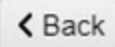


Navigation

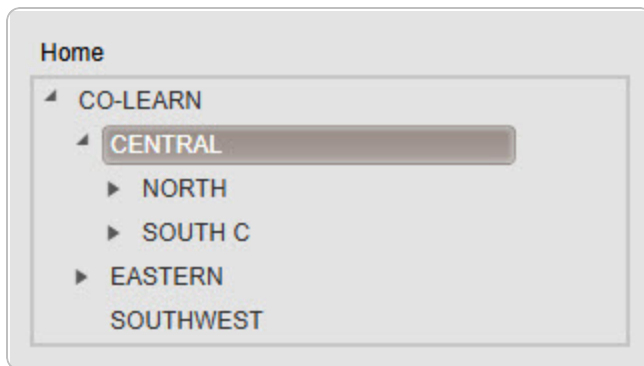
MASTER DATA MGMT > Site > Site page

Procedures

Navigate the Site Hierarchy

Selecting  retains all information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The Site grid appears on the left.



2. The Site Search Results appears on the right.

Home > CSP Enterprise > BPG TEST

Site		Site Name	Site Desc	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
		NORTH	NORTHCENTRAL SITE	Sam Smith	614-555-8822			sam.smith@cmh.mil
		SOUTH C	SOUTHCENTRAL SITE	Sally Silver	256-555-1822			sally.silver@army.mil

50 items per page 1 - 2 of 2 items



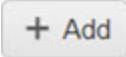
3. Select the Site Name hyperlink. The **Warehouse** appears in the Search Results grid.





Add a Site

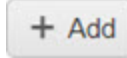
Navigation

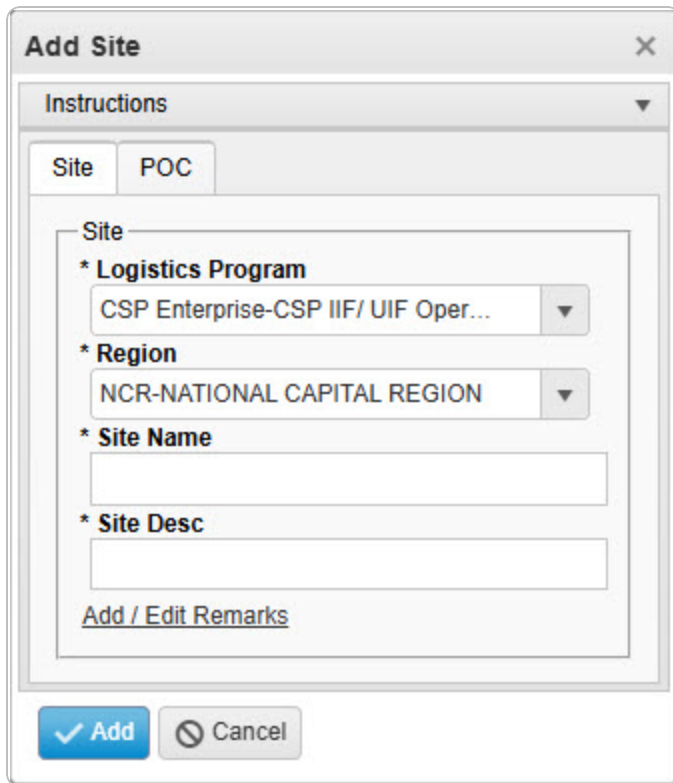
MASTER DATA MGMT > Site >  > Add Site pop-up window

Procedures

Add a Site

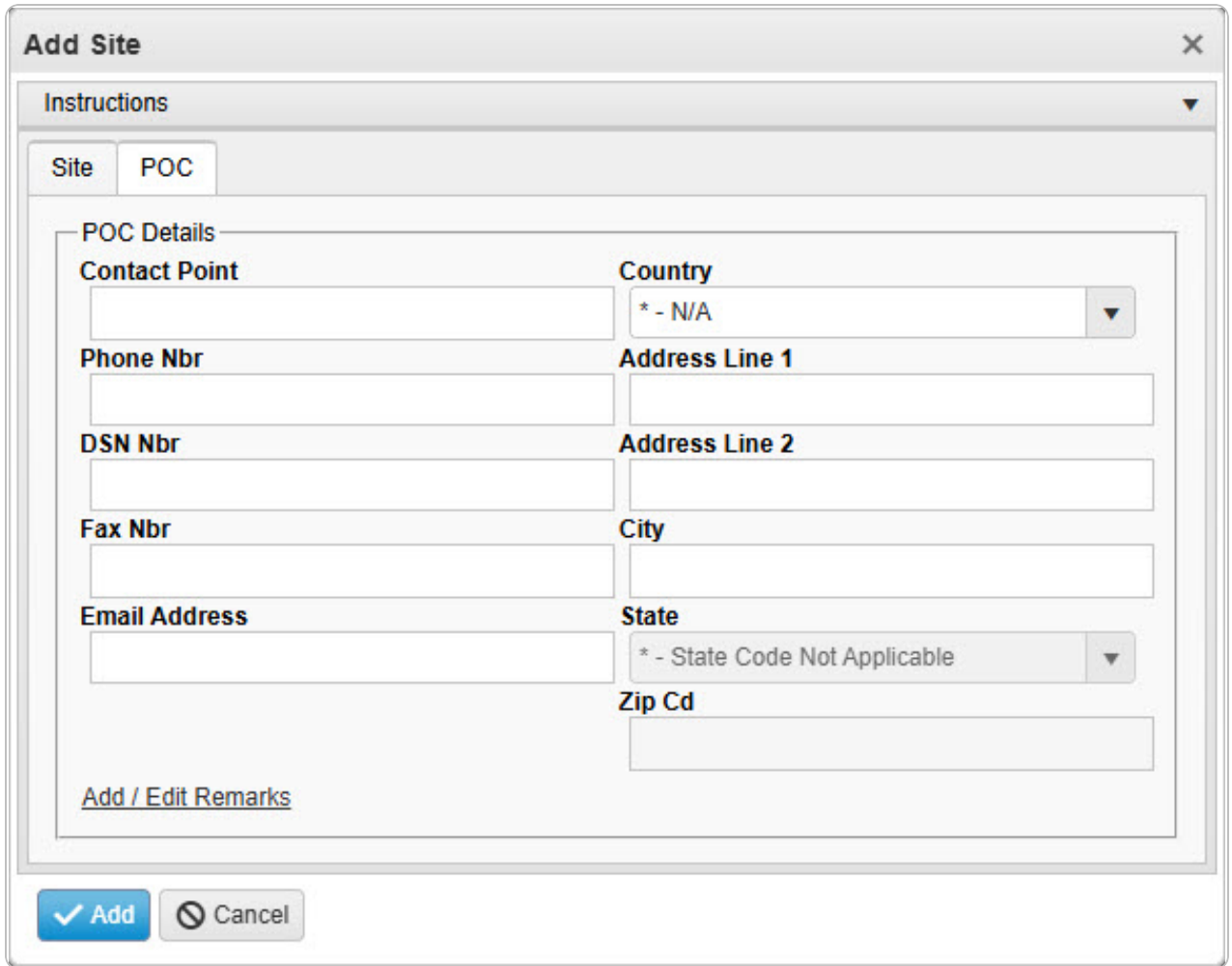
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Site** pop-up window displays, with the Site Tab available.





2. Use  to select the Logistics Program.
3. Use  to select the Region.
4. Enter the Site Name in the field provided. *This is a 25 alphanumeric character field.*
5. Enter the Site DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Select the **POC** tab.



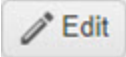
7. Select . The new Site record appears at the top of the Search Results grid, highlighted in green.





Update a Site

Navigation

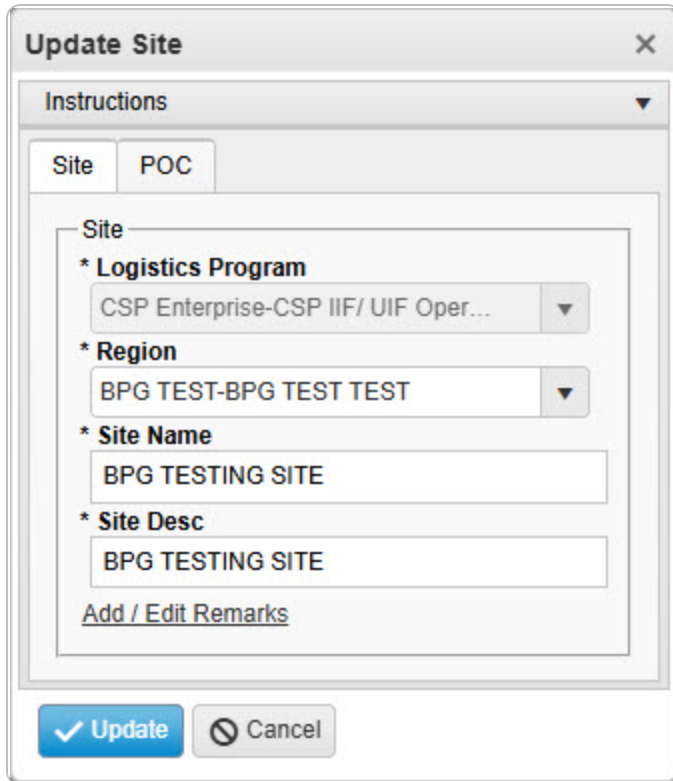
MASTER DATA MGMT > Site >  > Update Site pop-up window

Procedures

Update a Site

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Update Site** pop-up window displays, with the Site Tab available.





Help Reference Guide

2. Verify the Logistics Program.
3. Update the Region, using  to select the desired place.
4. Update the Site Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Site DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
6. Select the **POC** tab.

Update Site

Instructions

Site

POC

POC Details

Contact Point

BPG

Country

US - UNITED STATES OF AMERICA

Phone Nbr

555-1212

Address Line 1

4530 Lena Dr

DSN Nbr

555-1212

Address Line 2

2nd Floor

Fax Nbr

867-5309

City

Mechanicsburg

Email Address

nouser@leidos.com

State

PA - Pennsylvania

Zip Cd

17055

[Add / Edit Remarks](#)

✓ Update

⊗ Cancel

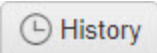
7. Select . The revised Site appears in the grid, highlighted in green.





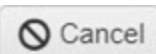
View a Site History

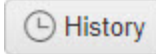
Navigation

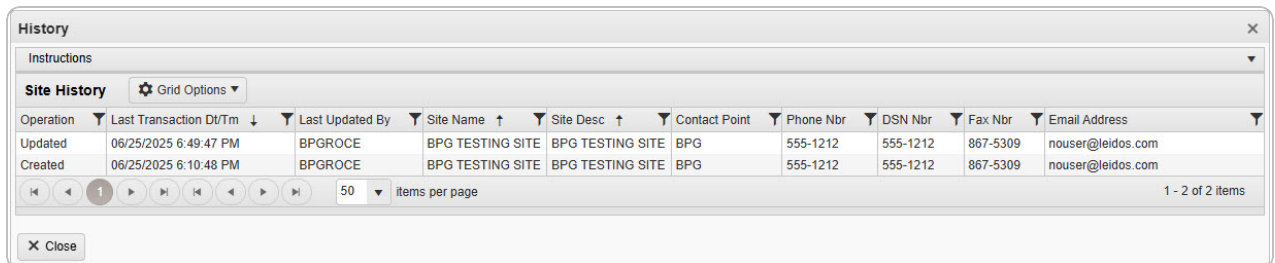
MASTER DATA MGMT > Site >  > Site History pop-up window

Procedures

View the History of a Site Record

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Site History** pop-up window displays.



The screenshot shows a pop-up window titled "History" with a close button (X) in the top right corner. Below the title bar is an "Instructions" section. The main content area is titled "Site History" and includes a "Grid Options" dropdown menu. It displays a table with the following columns: Operation, Last Transaction Dt/Tm, Last Updated By, Site Name, Site Desc, Contact Point, Phone Nbr, DSN Nbr, Fax Nbr, and Email Address. The table contains two rows of data, both for "BPG TESTING SITE". The first row is for an "Updated" operation on 06/25/2025 at 6:49:47 PM, and the second row is for a "Created" operation on 06/25/2025 at 6:10:48 PM. Both rows list "BPGROCE" as the last updated by, "BPG" as the contact point, and "nouser@leidos.com" as the email address. Below the table is a pagination bar showing "50 items per page" and "1 - 2 of 2 items". A "Close" button is located at the bottom left of the window.

Operation	Last Transaction Dt/Tm	Last Updated By	Site Name	Site Desc	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email Address
Updated	06/25/2025 6:49:47 PM	BPGROCE	BPG TESTING SITE	BPG TESTING SITE	BPG	555-1212	555-1212	867-5309	nouser@leidos.com
Created	06/25/2025 6:10:48 PM	BPGROCE	BPG TESTING SITE	BPG TESTING SITE	BPG	555-1212	555-1212	867-5309	nouser@leidos.com

