

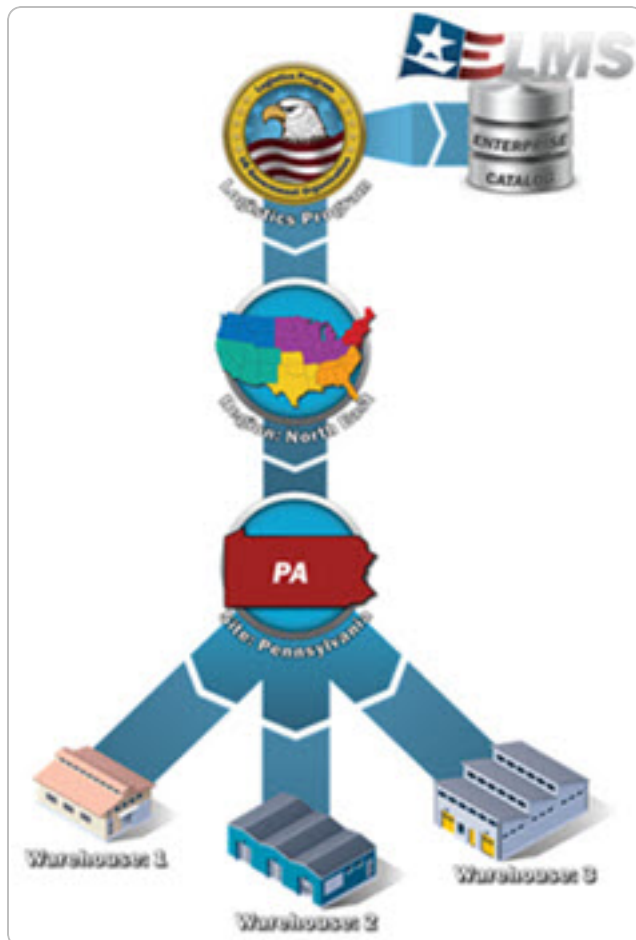


Site

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.



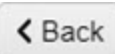


Navigation

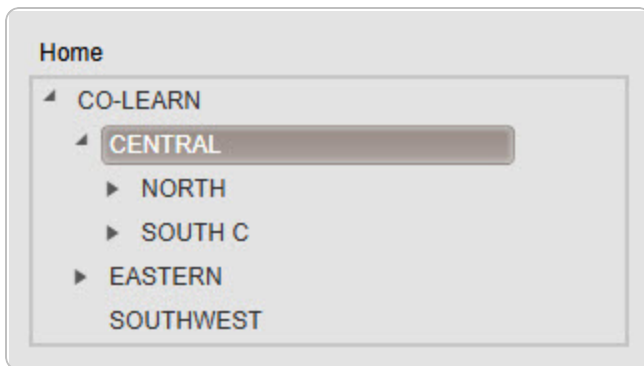
MASTER DATA MGMT > Site > Site page

Procedures

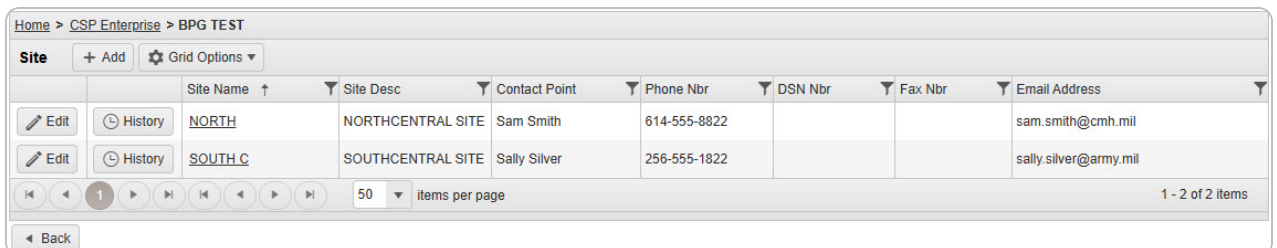
Navigate the Site Hierarchy





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							
+ Add Grid Options							
	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

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





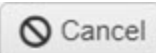
Add a Site

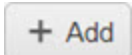
Navigation

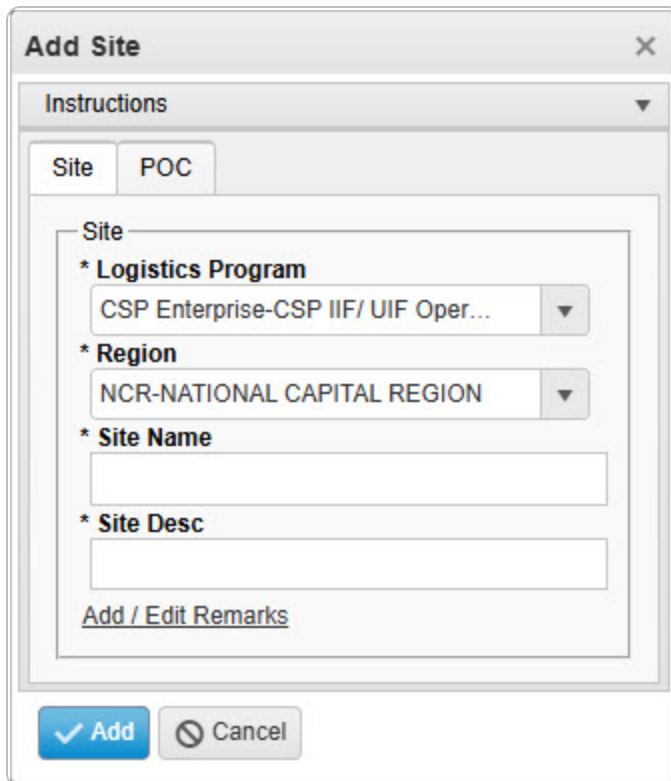
MASTER DATA MGMT > Site >  > Add Site pop-up window

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.





The screenshot shows a pop-up window titled "Add Site" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are two tabs: "Site" (selected) and "POC". The "Site" tab contains the following fields:

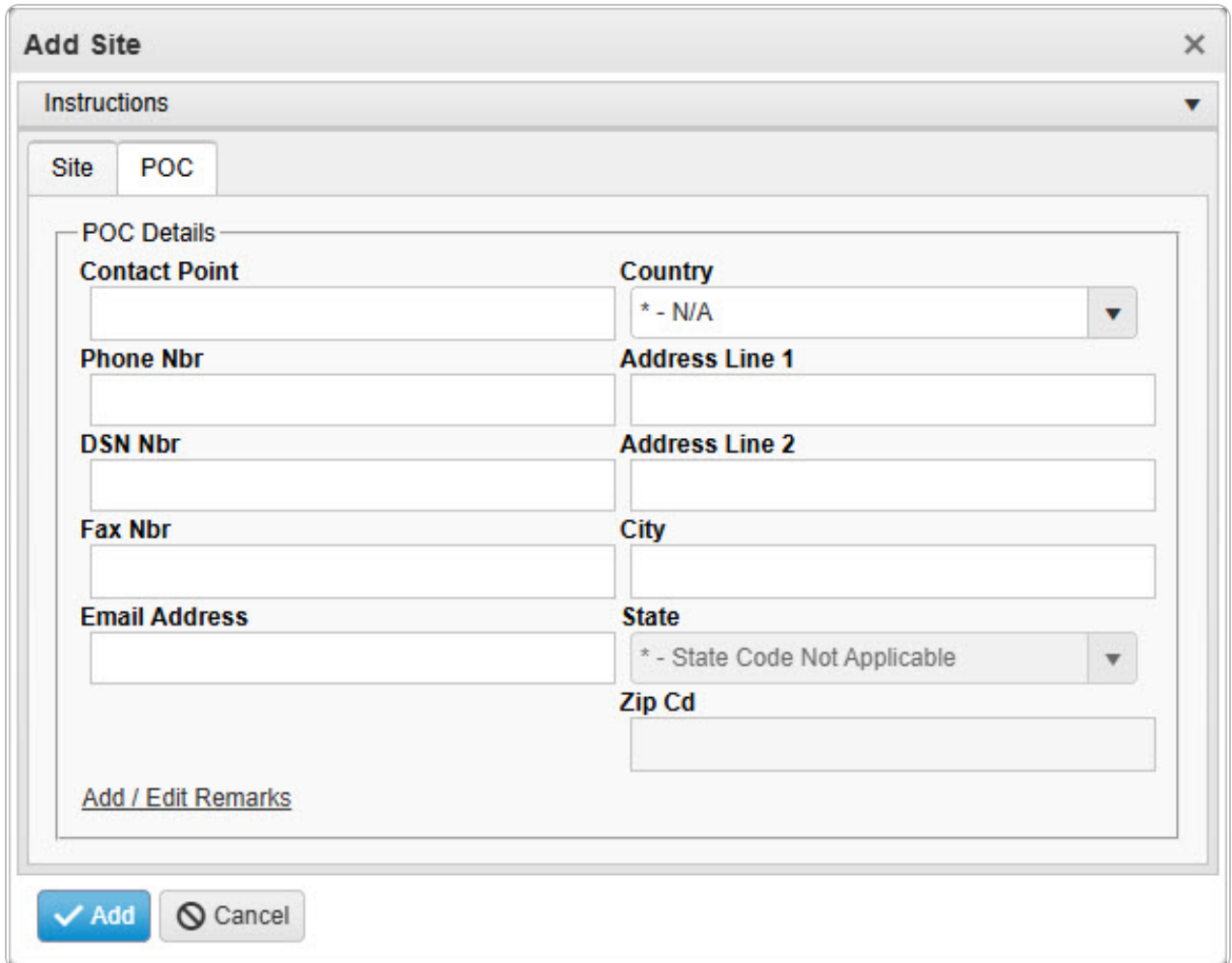
- * **Logistics Program**: A dropdown menu with the selected value "CSP Enterprise-CSP IIF/ UIF Oper..."
- * **Region**: A dropdown menu with the selected value "NCR-NATIONAL CAPITAL REGION"
- * **Site Name**: An empty text input field.
- * **Site Desc**: An empty text input field.
- Add / Edit Remarks: A link for adding or editing remarks.

At the bottom of the window are two buttons: a blue "Add" button with a checkmark and a grey "Cancel" button with a circle and slash.





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



Add Site

Instructions

Site POC

POC Details

Contact Point

Country

* - N/A

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address


State

* - State Code Not Applicable

Zip Cd

[Add / Edit Remarks](#)

✓ Add ⓧ Cancel

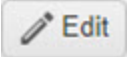
- Select . The new Site record appears at the top of the Search Results grid, highlighted in green.






Update a Site

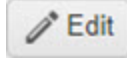
Navigation

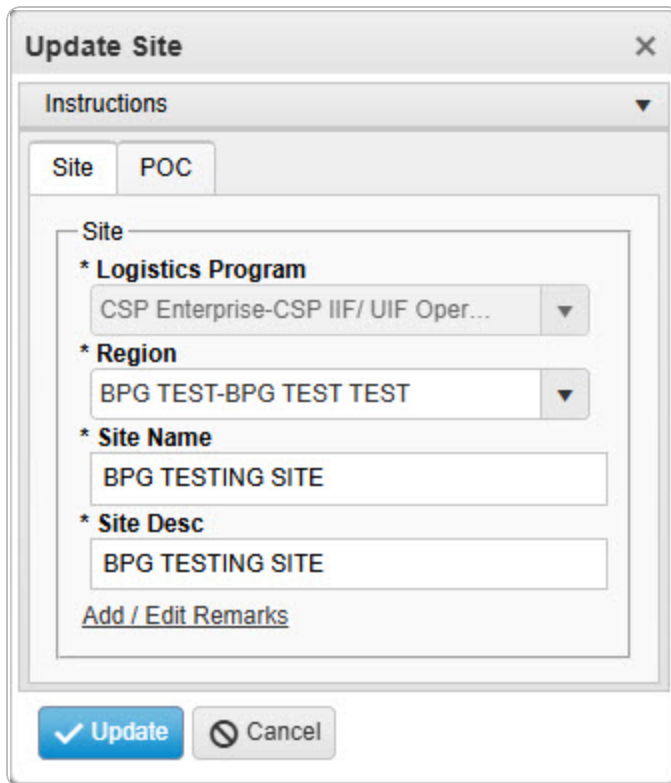
MASTER DATA MGMT > Site >  > Update Site pop-up window

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.




The screenshot shows the 'Update Site' pop-up window. It has a title bar with 'Update Site' and a close button. Below the title bar is an 'Instructions' dropdown menu. There are two tabs: 'Site' (selected) and 'POC'. The 'Site' tab contains the following fields:

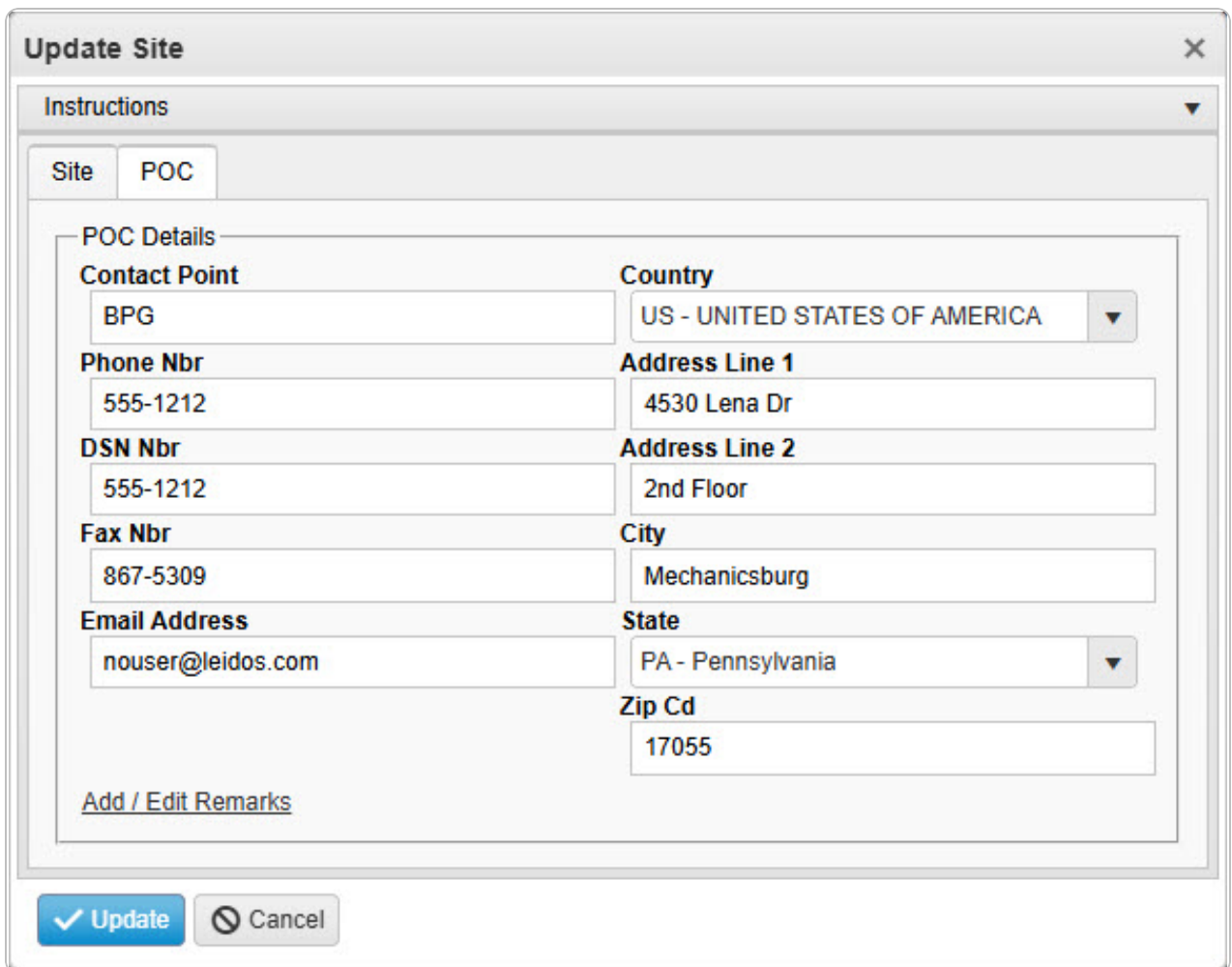
- * **Logistics Program**: CSP Enterprise-CSP IIF/ UIF Oper... (dropdown)
- * **Region**: BPG TEST-BPG TEST TEST (dropdown)
- * **Site Name**: BPG TESTING SITE (text input)
- * **Site Desc**: BPG TESTING SITE (text input)
- [Add / Edit Remarks](#) (link)

At the bottom of the window are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a stop icon).





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.



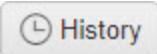
7. Select . The revised Site appears in the grid, highlighted in green.






View a Site History

Navigation

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

Procedures

View the History of a Site Record

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

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

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

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