

# Create / Update a Location

## Overview

Create or update a location from the location finder. If you just need to remove a location, without replacing it, you should use the [Delete a Location](#) step-by-step.

**Pre-requisite:** This guide considers that the concerned location map is in place. For details about that, see the [Manage Locations](#) page.

### Advanced level

This operation needs to use the "Tridion Content Manager" instead of the better known "Site Edit".

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## Step-by-step

### Step 1 : Create or update a location

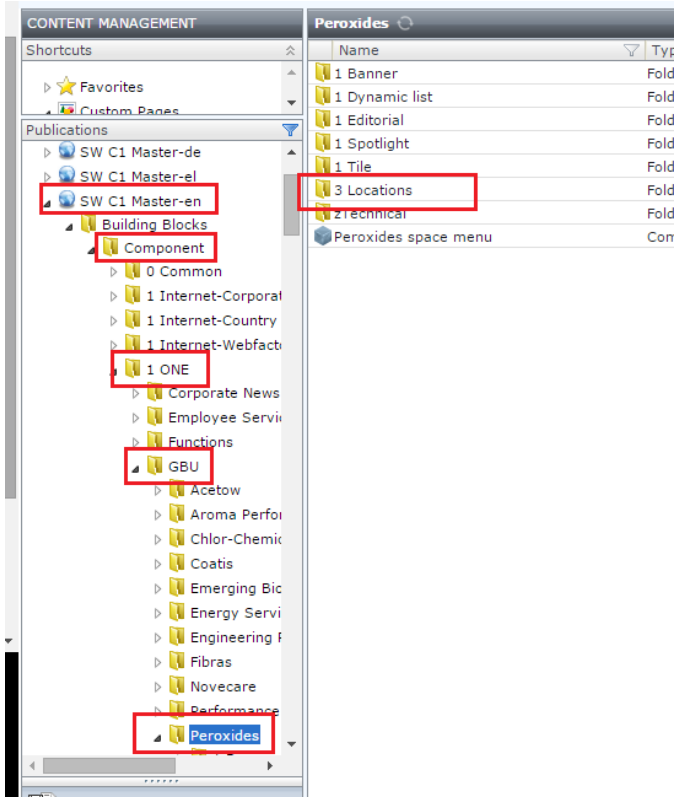
1. According to your entity, go to the following location in the Tridion Content Manager:  
**SW C1 Master-en \ Building blocks \ Component \ 1 ONE \ Locations**

#### Creation / Update are is a "C1 Master-XX" publication

The 1st container of this path ("C1 Master-en") is named a "Publication". For the Step 2 ("Publish a location"), the publication to use it not the same than here for creating / updating.

#### Not in Solvay ONE?

If the concerned web site is not Solvay ONE, you should be able to adapt the path by yourself (e.g. "1 Internet Webfactory" instead of "1 ONE").



The screenshot shows the Tridion Content Manager interface. On the left, the 'CONTENT MANAGEMENT' pane displays a tree view of the content structure. The path 'SW C1 Master-en \ Building Blocks \ Component \ 1 ONE \ Locations' is highlighted with red boxes. On the right, the 'Peroxides' pane shows a list of content items, with '3 Locations' highlighted by a red box.

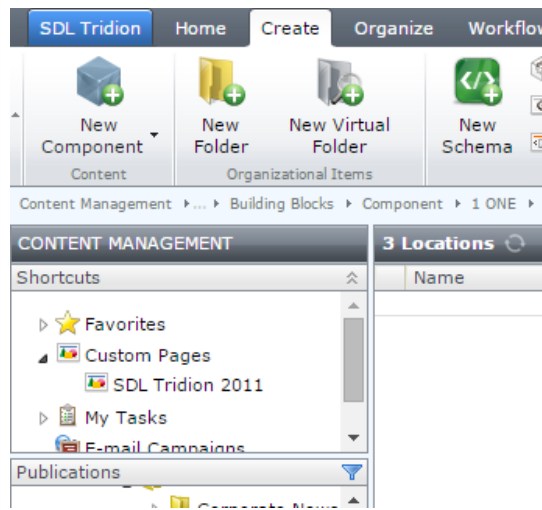
Name	Type
1 Banner	Fold
1 Dynamic list	Fold
1 Editorial	Fold
1 Spotlight	Fold
1 Tile	Fold
3 Locations	Fold
ztechnical	Fold
Peroxides space menu	Con

#### a. Create a location

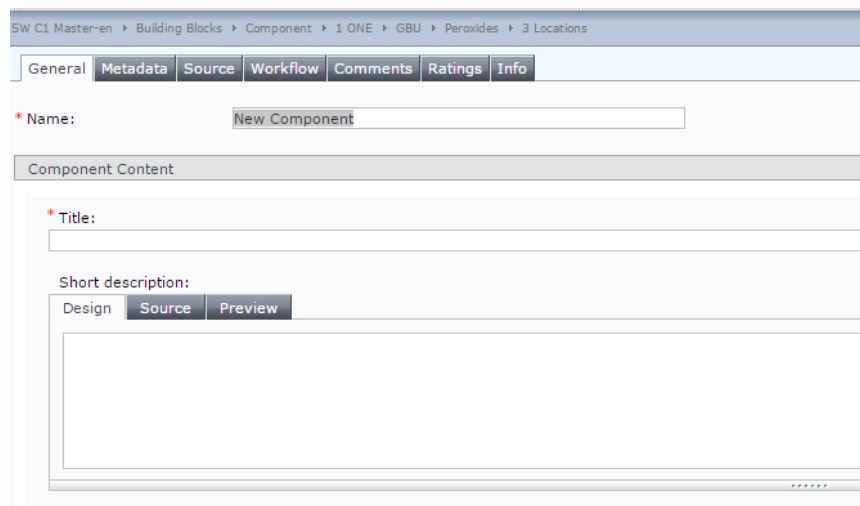
**Advanced level**

This option is valid only when you need to create an additional location not updating one.

1. On Create tab, click on New Component. A form opens.



2. Fill in the name
3. Fill-in the title (corresponding to your location title)
4. You can include a short description related to the location (not mandatory)



5. Enter the address. To include several rows, click on the + icon
6. Select the country in the list



7. Fill-in the entity information. To include several entities, click on the + icon.



8. Enter the longitude & latitude for the location.
9. Select a GBU if relevant
10. Tag your location with your entity tag.

\* Longitude:

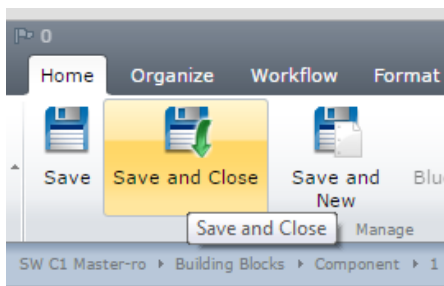
\* Latitude:

GBU:

- Acetow
- Aroma Performance
- Chlor Chemicals
- Coatis
- Composite Materials
- Emerging Biochemicals
- Energy Services
- Engineering Plastics
- Fibras
- Novecare
- Performance Polyamides
- Peroxides
- Polyamide & Intermediates
- Rare Earth Systems
- Silica
- Soda Ash & Derivatives
- Solvin
- Special Chem
- Specialty Polymers
- Technology Solutions

Tags:

11. Save & Close your component to save your new location



## b. Update a location

2. Select the location to modify & double click on it to open the form.

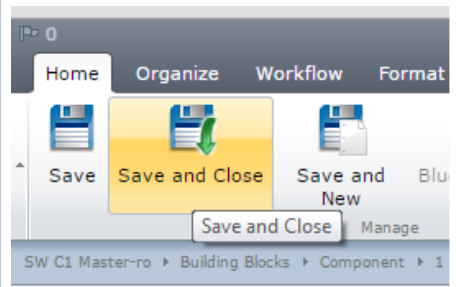
The image shows a software interface with a top navigation bar containing buttons for 'New Component', 'New Folder', 'New Virtual Folder', 'New Schema', and 'New Template'. Below the navigation bar, there is a breadcrumb path: 'Content Management > Building Blocks > Component > 1 ONE > GBU > Coatis >'. The main content area is divided into two panes. The left pane is titled 'CONTENT MANAGEMENT' and shows a list of shortcuts including 'Favorites', 'Custom Pages', 'SDL Tridion 2011', 'My Tasks', 'E-mail Campaigns', and 'Corporate News'. The right pane is titled '3 Locations' and shows a list of locations with a table structure:

Name
Solvay Buenos Aeres
Solvay Cranbury
Solvay Lyon
Solvay Mexico
Solvay Santafe De Bogotá
Solvay Sao Paulo
Solvay Seoul - Bukahyun-Ro
Solvay Shanghai Technology F

3. In the form, update all elements that have changed (see a.create a location)

The screenshot shows a software interface with a top navigation bar containing 'Home', 'Organize', 'Workflow', and 'Format'. Below this is a toolbar with icons for 'Save', 'Save and Close', 'Save and New', 'BluePrint Hierarchy', 'Where Used', and 'Preview'. A breadcrumb trail reads 'SW C1 Master-en > Building Blocks > Component > 1 ONE > GBU > Coats > 3 Locations'. The main form has tabs for 'General', 'Metadata', 'Source', 'Workflow', 'Comments', 'Ratings', and 'Info'. The 'Name' field is filled with 'Solvay Buenos Aires'. The 'Component Content' section has a 'Title' field with 'Solvay Argentina' and a 'Short description' field with tabs for 'Design', 'Source', and 'Preview'. The 'Address' field contains three entries: 'AVENIDA ALICIA MOREAU DE JUSTO 1930', '4 PISO - PUERTO MADERO', and 'C1107AFN BUENOS AIRES'. The 'Country' field is a dropdown menu with 'Argentina' selected. The 'Entity information' section has an 'Entity' field with 'SOUTH CONE (Argentina, Chile and Uruguay)' and a 'Role' dropdown menu with 'Headquarter', 'Office', 'Production Site', and 'Research Center' options.

4. Click on Save & Close to save your updated contact.



## Step 2: Publish new / updated location

1. According to your entity, go to the following location in the Tridion Content Manager:  
**SW W1 ONE-Master \ Building blocks \ Component \ 1 ONE \ ... \ [Your entity folder] \ Locations**

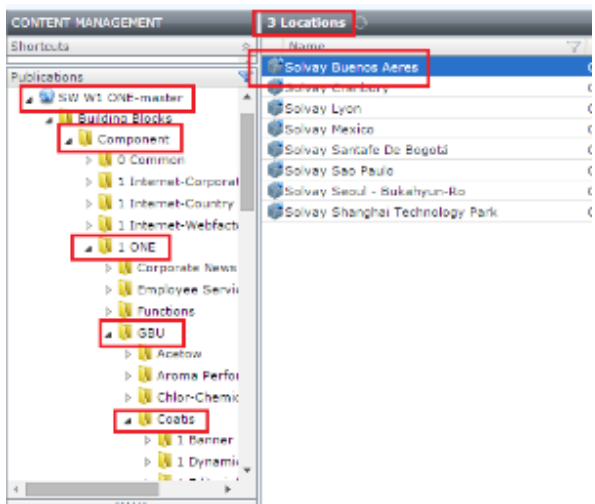
**Creation / Update are in a "C1 Master-XX" publication**

The folders are the same than on Step 1, but here you had to switch from the "SW C1 Master" publication to the "SW W1 ONE-Master" one.

**Not in Solvay ONE?**

If the concerned web site is not Solvay ONE, you should be able to adapt the path by yourself (e.g. "SW W2 Webfactory Proban-en" instead of "SW W1 ONE-Master").

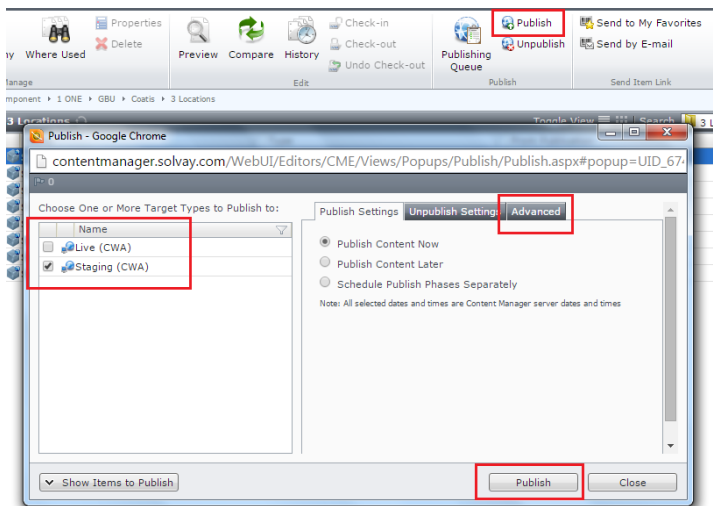
2. Select the location to publish



3. Click on Publish icon. A pop-in opens.

4. Stick Staging &/or Live to publish the location. Click on advanced to stick "Also publish in child publications".

Your new / updated location will appear on your location map page.



## Related articles

[Manage Locations](#)

[Create / Update a Location](#)

## Can't find information?

- [Web support contact](#)