

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

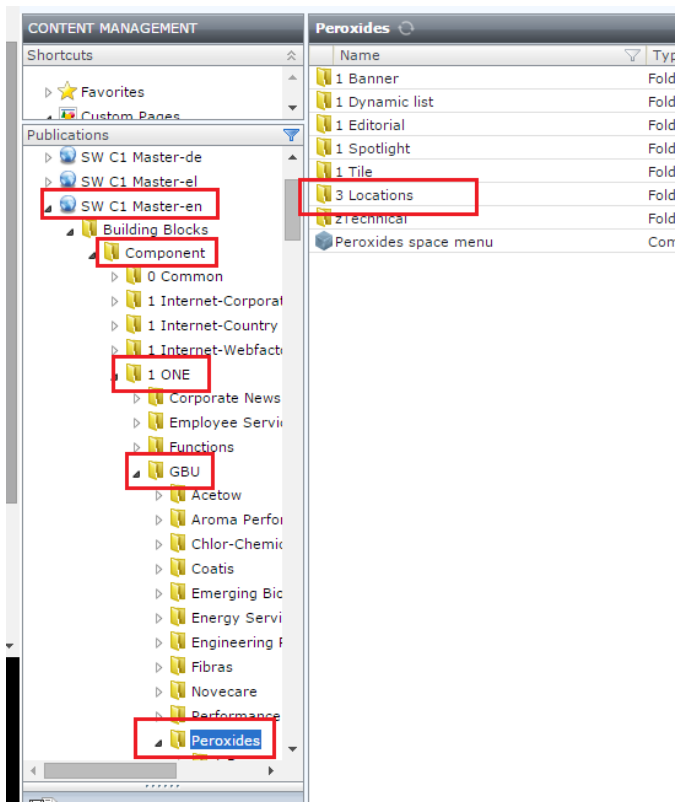
1. According to your entity, go to the following location in the Tridion Content Manager:
SW C1 Master-en \ Building blocks \ Component \ 1 ONE \ ... \ [Your entity folder] \ Locations

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").

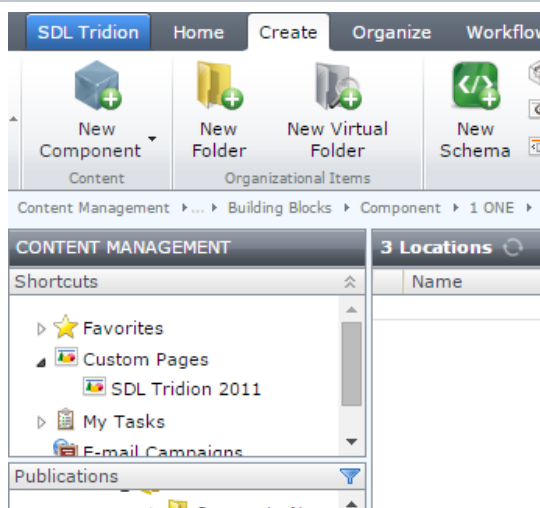


a. Create a location

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)

The screenshot shows the 'New Component' form in the SDL Tridion interface. The breadcrumb trail at the top is 'SW C1 Master-en > Building Blocks > Component > 1 ONE > GBU > Peroxides > 3 Locations'. The form has several tabs: 'General', 'Metadata', 'Source', 'Workflow', 'Comments', 'Ratings', and 'Info'. The 'General' tab is selected. It contains a 'Name' field with the value 'New Component'. Below this is a 'Component Content' section with a 'Title' field. There is also a 'Short description' section with a 'Design' tab and a 'Source' tab. The 'Design' tab is selected, and it contains a large text area for the description.

5. Enter the address. To include several rows, click on the + icon

6. Select the country in the list

The screenshot shows the 'Address' and 'Country' fields in the SDL Tridion interface. The 'Address' field has a '+' icon, a '-' icon, and a list icon. The 'Country' field has a dropdown menu with the following options: 'Argentina', 'Australia', 'Austria', 'Belgium', and 'Brazil'.

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

The screenshot shows the 'Entity information' form in the SDL Tridion interface. It has a '+' icon, a '-' icon, and a list icon. The form contains several fields: 'Entity', 'Role' (with a dropdown menu showing 'Headquarter', 'Office', 'Production Site', and 'Research Center'), 'Phone', 'Fax', and 'Email'.

8. Enter the longitude & latitude for the location.

9. Select a GBU if relevant

10. Tag your location with your entity tag.

* Longitude:

* Latitude:

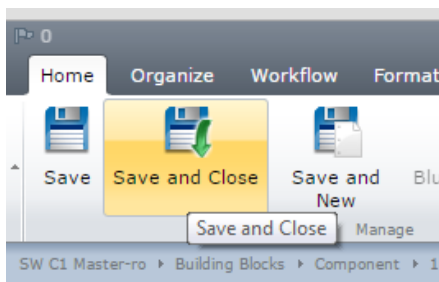
GBU:

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:

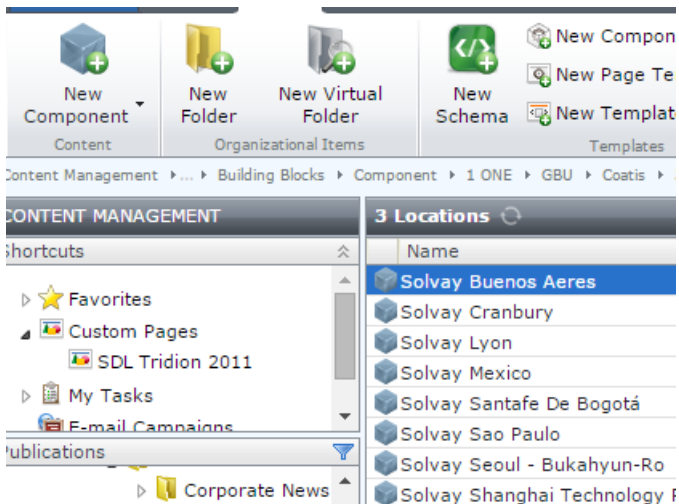


11. Save & Close your component to save your new location



b. Update a location

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

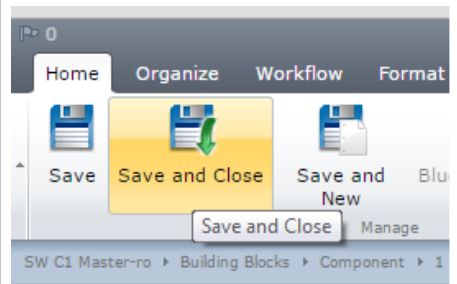


3. In the form, update all elements that have changed (see a.create a location)

The screenshot shows the SAP 'Manage' form for a location. The breadcrumb trail is: SW C1 Master-en > Building Blocks > Component > 1 ONE > GBU > Costs > 3 Locations. The 'General' tab is active. The form contains the following fields:

- Name:** Solvay Buenos Aires
- Component Content:**
 - Title:** Solvay Argentina
 - Short description:** (Empty text area)
- Address:**
 - AVENIDA ALICIA MOREAU DE JUSTO 1930
 - 4 PISO - PUERTO MADERO
 - C1107AFN BUENOS AIRES
- Country:** Argentina (Selected from a list including Australia, Austria, Belgium, Brazil)
- Entity information:**
 - Entity:** SOUTH CONE (Argentina, Chile and Uruguay)
 - Role:** Headquarter (Selected from a list including Office, Production Site, Research Center)

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

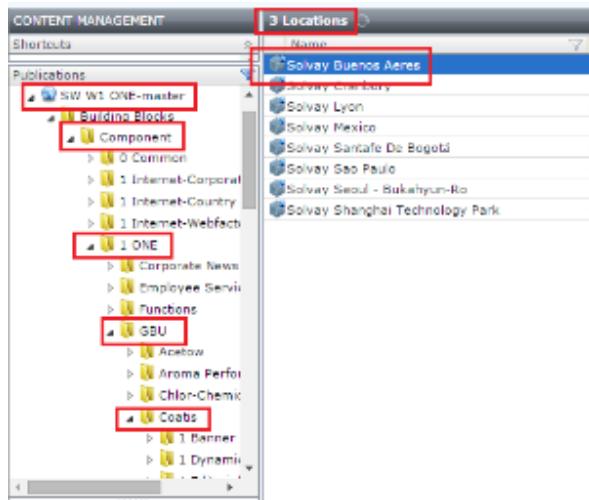
The folders are the same than on Step 1, but here you had to switch from the "SW C1 Master" publication to the "SW W1 ONE-Master" one.



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").

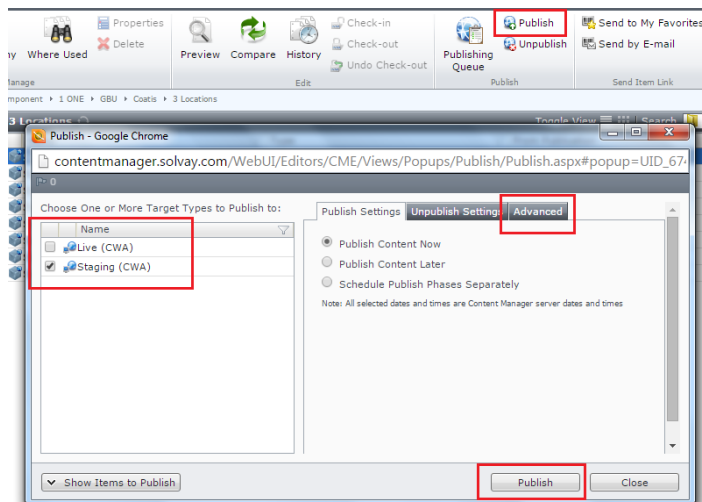
2. Select the location to publish



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](#)