Company How Do I Make a Station? Where is New Station Located?

Company > Start a Task > New Station

About New Station

New station allows you to create a new station in Envio (A station is more like a new role and along with it a unique set of defaults and permissions). A new station should be created if you need a station with unique policies and permissions. Each station enables specific defaults to be created that can save time.

How to Make a New Station

Station Setup:		-		×
Save and Close	Save 🔮 Help	_	_	
eneral Policies Users	Roles			
Station Attributes				
Name:				
Site:				
Process Type:				
Description				
Code:				

- 2. Enter a **Name** and select the **Site** this station belongs to.
- 3. Select the **Process Type.** The Process Type determines the functions assigned to the station.
 - Example: **Sales Order** would create a station that can make and edit sales orders.
- 4. Type in a Description and Code that can be used to identify the station.
- 5. Click the **Users** tab. The station will only be visible and usable by
- 1. Company > Start a Task > New Station

Company

🔚 Save and Close 🔚 Save 🐟 🗇 🔞 Help		
General Policies Users Roles		
Users assigned to this Station	Available Users	
admin	User 1	
	User3 User2	_
	User4	_
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- 6. Click a user to select them. Click the **Assign** button to add the user to the station. Add as many users as required.
 - **Note:** To manage roles, use the Configuration menu. The roles tab in Station Setup should only be used for reference.
- 7. Stations can have specific policies, separate from company policies. Policies for this station will be the same as the Site and then Company Policies

	Process Type 7	Peloy /	Wherited	value	8	~
	Group: Defaults					
	Purchase Order	Connodity / Stage	2	Packed Apple	-	
	Purchase Order	Connodity / Stage - use default	2			
	Purchase Order	Default PD Receiving Station (for PD Scre	2	Caldviel PO Re		
Ø	Purchase Order	Freight Term	8	F08		
	Purchase Order	Freight Term - use default		2		
	Purchase Order	Payment Term	52	N300		
	Purchase Order	Payment Term - use default	0	2		
	Purchase Order	Price Unit of Heasure	2	EA		
	Purchase Order	Quartity Unit of Measure	2	EA		
-	Group: General Group: GL Peste	10				

- 8. Click **Save** or **Save and Close** to save any changes.
- 9. Before the station will appear to users, they must log out of Envio and log back in.

Troubleshooting & Tips

• We recommend not using the Roles tab in this location. Only assign roles in the Configuration menu to avoid future permission conflicts.

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unless specified. Use the **Policies** tab to set station policies.