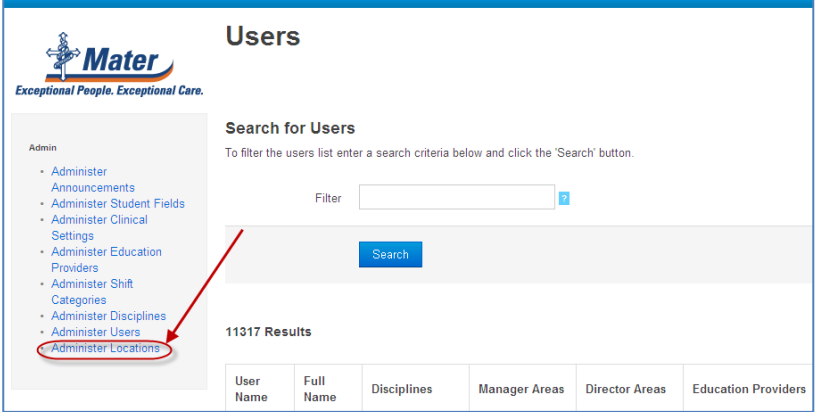
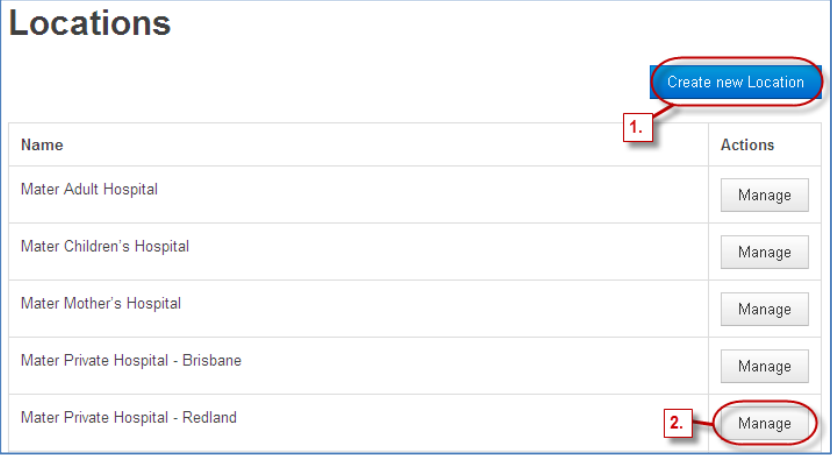
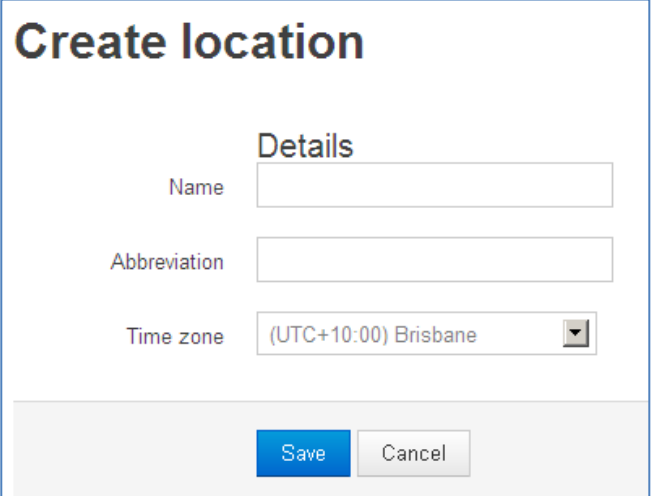


ARef-09 - Administrator Reference Sheet – How to Add and Disable Locations and Areas.

Steps	Action	What it looks like
1.	<p>Click on the Administer Locations link in the side bar.</p> <p>This navigates to the Locations screen.</p>	
2.	<p>The Locations screen shows a list of all Locations in your organisation where students are placed.</p> <p>To navigate to the:</p> <ol style="list-style-type: none"> 1. Create Location screen, click the Create new Location button. 2. Location Details screen, click the Manage button. 	
3.	<p>In the Create Location screen, type in the Name and Abbreviation of the new Location and then choose the corresponding option for that Location in the Time zone drop down list.</p> <p>Click the Save button.</p>	

4. In the Location Details screen you can modify the name and abbreviation in the default tab.

You can also:

1. View the list of Areas assigned to this Location by clicking on the **Areas** tab.
2. Documents can be added to a specific Discipline and Area within a Location by clicking the **Documents** tab.
3. Decommission this entire Location by clicking the **Decommission** button.
4. Navigate to the Manage Area screen by clicking the corresponding **Manage** button.
5. Add a new Area by typing the **Abbreviation** and **Name** fields and clicking the **Add** button.

Manage Location > Mater Private Hospital - Redland

Details **Areas** Documents Decommission

Name	Actions
Adult Medical	Manage
Adult Surgical and Obstetrics	Manage
Day Procedure Unit	Manage
Operating Rooms	Manage

New Area

Abbreviation

Name

Add

5. In the Manage Area screen you can:

1. Edit the **Name** and **Abbreviation**, and/or enter the **Address, Email and Phone** details of the Area by typing into the corresponding fields.
2. Decommission this entire Area by clicking the **Decommission** button.

This screen is also where you access all of the configuration details for the Area as covered in Reference sheet *ARef-10*.

Manage Area

Manage Location > Mater Private Hospital - Redland > Operating Rooms

Details Managers Supervisors Disciplines Shift Types Clinical Settings Decommission

Details

Name

Abbreviation

Address

Email

Phone

Save