

How to add a location

Scenario

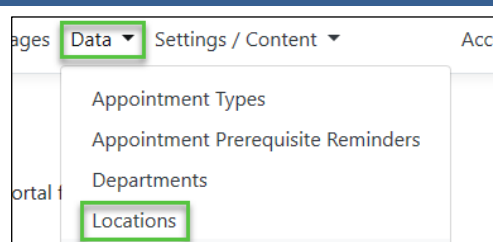
This guide shows how to add a Location in the My GNCR Management Portal. A Location refers to a physical location within a site or sites, e.g. main outpatients, radiology, maternity.

Patient facing information is highlighted in yellow in this guide. This information can be edited in the Management Portal to display something different to what is in your source system, if required.

The same Location (with the same code) can be linked to more than one site, if required.

Add a Location

1. Select the **'Data'** menu and then select **'Locations'**



2. Click **'Add'**



3. Enter the location **Code**. **This is needs to match** with the locations unique identifier within your source system.

4. **Edit status** – this can be set to 'In Progress', 'Needs Review' and 'Complete'. Set this status as appropriate as per your organisations operating procedures, if required.

5. **Label** – this is the name of your location. This displays to the patient. This could be the same name as what is in your source system, or, this could be set as something different.

6. **Instructions** – this can be used to give patients additional information about how to find the location or what to do on arrival. This displays in the App as Location Instructions.

Location Instructions

The clinic is located in the New Victoria Wing.

7. **Site** – Select the Site for this location.

Please Note: in order to add a location the site must be set up first in data items > sites.

8. **Associate Assets** – to add an asset click into the Add Assets box, search for the required document and select it in the results. Multiple assets can be added if required.

Please Note: in order to add an asset the document must first be uploaded in data items > assets.

9. Click **'Submit'** to create your location.



10. Your location will display within the locations list and can be edited or viewed.

Code	Label	Site	Edit Status
LOC1	Main Out-Patients Department	Newtown General Hospital	Complete

Edit - View