

How to add a site

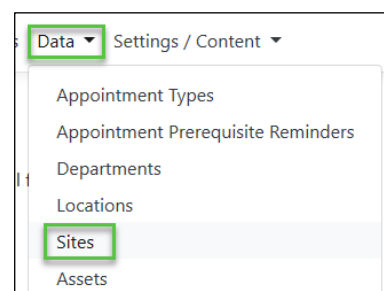
Scenario

This guide shows how to add a Site in the My GNCR Management Portal. A Site refers to a broad location, such as a hospital or health centre.

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.

Add a site

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



2. Click **'Add'** 

3. Enter the site **Code**. **This is needs to match** with your sites 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 Site. 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. **Address** – complete the address for your Site. As a minimum this requires first line of address, Town/City, Region and Postcode.

7. **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 the data items > assets section.

8. Once you have completed all of the data click **'Submit'** to create your Site.

9. Your Site will display within the sites list and can be edited or viewed:

Code	Label	Postcode	Edit Status
NT001	Newtown General Hospital	NT1 1NT	Complete

