

Location Status

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Overview

A location can be Open, Closed or Held:

- **Open** - the Location is available for use throughout the system, you can create Patients at that Locations, send emails/SMS from the location, select it from pick lists, etc.
- **Closed** - the Location is no-longer available to use, possibly permanently (e.g. We closed the Melbourne clinic as it was not profitable)
- **Held** - effectively the same as Closed from how CareRight works, but offers an alternative description for the user to perhaps indicate the location, bed or room is *temporarily unavailable*.

Update a new status

Updating the status

1. Click **Administration**
2. From the **Locations** tab, click the **name** of the location.
3. Scroll down to **Statuses**.
- 4.

Statuses	
Filed	Description
Status	This can either be open, closed or held
Date	The date you made the change to the location

5. Click **New**.
6. Click the drop down menu to view available statuses.
7. Select the preferred option
8. Click **Update Status**.