

# Adding Custom Regions

Last Modified on 30/03/2019 10:47 pm ACDT

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

You can add Custom Regions to the existing list. If you have custom contracts with Health Funds which cover different regions within a single State i.e. South QLD, North QLD you will need to add additional Regions.

1. Click **Administration**.
2. Select **Locations** from menu.
3. Select **Regions** sub-menu item.
  - a. The Regions screen will display.
4. Select the **New** button.
  - a. The add new Region screen will display.
5. Add the Name of your new Region (e.g., South QLD, select the Active Check box).
6. Select the **Create Region** button.

Once the Custom Region is created you will need to add it to a Service Location.