

After adding a location

Last Modified on 13/05/2021 8:28 am ACST

Remember!!! Don't forget to add any new Locations to the Group access via Users & Groups.

Two steps which need to be completed when adding a new Location:

Step 1 - Initial setup of the following sections:

- Location Details
- Correspondence
- Statutory Reporting
- Confirmation in Use
- Staff Allocation
- Outgoing Patients
- Accounting

Step 2 - Edit the Location record and complete the following:

- Statutory Reporting Periods - can be updated without Editing the location - see [Statutory Reporting Periods](#)
 - Calendar
 - Statuses - can be updated without Editing the location - see [Location Status](#)
 - Rooms - can be updated without Editing the location - see [Locations - Rooms and Beds](#)
 - Beds - can be updated without Editing the location - see [Locations - Rooms and Beds](#)
 - Admission Categories
 - Services Locations - this is a read only view (select Show)
-