

Allocate a staff to a location - Overview

Last Modified on 13/05/2021 8:27 am ACST

Allocate Staff to a Location:

Allocate Staff to a Location

Reminder-Don't forget to add any new Locations to the Group access via Users & Groups

1. Click **Administration**
2. Select **Users and Groups**
3. Click **Groups** > Find **Locations** - All, select **Show**
4. Click **New** (under Allowed Locations)5. Select the newly created Location, then select Create Group location assignment Initial

For more information, Please refer [Allocating Staff to Location](#)

Admission Categories

You can set which Admission categories are used for each location - see [Admission Categories](#) for set up.

Admission Categories

Field	Description
Admission Categories(Check Box)	This is a check box for each provider set up