

## Activate a region

Last Modified on 12/05/2021 2:01 pm ACST

### Activate a region

1. Click **Administration**
2. Select **Locations** from menu.
3. Select **Regions** sub-menu item.
  - a. The Regions screen will display.
4. Select the **Activate / Deactivate** button next to the relevant Regions.
5. If Activated, the region is now available to be associated with a Service Location.

Once Regions are activated and associated with Service locations, Billing rate schedules can now be uploaded. Go to **Administration → Accounting**.

**Please Note:** If a Region is associated with a Service Location it cannot be Deactivated. You must first re-assign the Service Location Regions and then deactivate the one no longer needed.