To add a New Location:

Navigate to the Locations page by clicking the Locations icon [icon] from the menu on the left and click the Add ⊕ button.

1. **Enter information into the available fields**
   The two required fields* are Institution and Name:

   ① General

   🔍 Institution *

   Name *

   Address

   Phone

   CLIA License

   CAP License

   LIS Memo

   a. The Institution is chosen from the list provided in the drop-down
   b. The Name is a free text field and should indicate an actual location within the institution such as ED.

   Review the available optional fields, filling out anything necessary for your new location

2. General section:

a. Aliases

b. ADT

c. Personnel

④ Personnel

🔍 Supervisor

Medical Director

Clinician

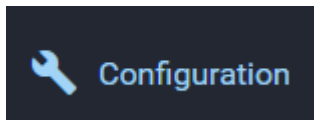BACK   **NEXT**

d. Notes

⑤ Notes

Notes

BACK   **SAVE**

3. **Click Save or**

After creating the new Location, remember to assign the following items to the new Location, if applicable:

1. **Operators**- Operators will need the new location in their list of device access locations, **if** the device interfaced to RALS can receive an operator list
2. **Devices**-assign meters to the new location
3. **Materials** (if applicable) if materials are uploaded from RALS to the device, the location must be added to the appropriate materials
4. **Recertification Sets** (if applicable)-if recertification sets are in use, the new location must be assigned to the appropriate set

Click for the following settings

5. **Device Configuration** (if applicable)-If the meter assigned to that location receives a configuration from RALS, assign that location to the appropriate configuration
6. **Evaluation Criteria** add the new location to applicable set
7. **Flag Configuration** add the new location to applicable set
8. **Patient Ranges** (if applicable) add the new location to applicable set
9. **Respiratory Configuration** (if applicable) add the new location to applicable set
10. **Comments** (if applicable) If comments are in use, add the new location to applicable set

For assistance with the following:

Download Points or **Wireless Configuration** please access the Help File in the upper corner of RALS or call RALS TOLL-FREE SUPPORT LINE: 877.627.7257