





## New UI FAQ #3

### How do I add a New Location?

1. Navigate to the Locations page by clicking the Locations icon from the menu on the left and click the Add  button.
2. Enter information into the available fields, the two required fields\* are Institution and Name:
  - 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 in the...

1. General section, Aliases, ADT, Personnel, and Notes, filling out anything necessary for your new location
2. Click Save 

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

- Operators
- Devices
- Device Configuration (if applicable)
- Consumables (if applicable)
- Comments (if applicable)
- Evaluation Criteria
- Flag Configuration
- Recertification Set (if applicable)
- Patient Ranges (if applicable)
- Respiratory Set Up (if applicable)

[Click here to view a video of this FAQ.](#)