

Create New Site

A **Site** is a physical location, i.e., a building with a street address at your agency or a location where you provide services. Setting up a **Site** is important to record the physical location or physical address of an agency or types of services. Your account must have a minimum of at least one site. If an agency has multiple branches in different locations, a user can easily create different **Sites** for different branches with their physical locations. This will help you keep track of where you are delivering services. One **Site** may have multiple Programs.

Users with **Provider Setup** Administrative Role can create new sites in their agency.


1. From Dashboard click on the **Admin** tab

To Do	Care		Issue Tracking
Individual			My Issues
Health	T-Log	New Search Archive	SComm
Agency	Case Note	New Search Archive Bulk PDF	Inbox
Admin	General Event Reports (GER)	New Search	Sent Items
Agency Reports	GER Resolution	New Unaddressed GERs Open Resolutions Open Investigations Search	Compose
	Witness Report (GER)	Search	Drafts
			Custom User Group
			Message Audit
			Delete Message Content

Note: When you are on the **Admin** tab, it will be dark blue.

To Do	<h2>General</h2>		Issue Tracking  My Issues
Individual			
Health			
Agency			
Admin			SComm  Inbox Sent Items Compose Drafts Custom User Group Message Audit Delete Message Content
Agency Reports			
	Provider	Preferences Password Policy Archive Preference	
	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset	
	Physician Information	List Physician List	
	Change Password	User List	

2. Click on **New** beside Site.

To Do	<h2>General</h2>	
Individual		
Health		
Agency		
Billing		
Admin		
Agency Reports	Provider	Preferences Password Policy
	User	New List Import from Excel Search Imported Excel Titles New Title Assign External System ID Self Password Reset
	Program	New List Import from Excel Search Imported Excel
	Site	 New List
	IDF Provider Configuration	Configure

3. Fill out the fields on the **Create New Site** page by entering information as required.

Create New Site [New](#)

Provider Code	DEMOTG-TGD		
Provider Name	Therap Global Demonstration Provider		
* Site Name	<input type="text" value="Demo Special School"/>		
Site ID	<input type="text"/>		
Site Code	<input type="text"/>		
Cost Center Number	<input type="text"/>		
* Time Zone	<input type="text" value="Asia/Dhaka"/>		
Address	<input type="text" value="Demo Street"/>		<input type="text"/>
	Street 1	Street 2	
	<input type="text" value="Demo City"/>	<input type="text" value="State"/>	<input type="text"/>
	City	State	Zip Code
			<input type="text" value="Bangladesh"/>
			Country
Location	<input type="text" value="📍"/>		
Phone	<input type="text"/>	<input type="text" value="Ext"/>	
Fax	<input type="text"/>		

Cancel

Save And Create New

Save

Site Name is the name of the location.

Site ID, Site Code, and Cost Center Number are all optional and you can skip them if you want.

The Time Zone is preselected for you.

Address, Phone, and Fax are optional, although your organization may find it useful to include this information so it shows up in future reports.

Note: For Phone, you should enter in your country code (For example: +256 in Uganda) in the box on the right that says “Ext” and enter the rest of your phone number in the box on the left.

Create New Site [New](#)

Provider Code	DEMOTG-TGD		
Provider Name	Therap Global Demonstration Provider		
* Site Name	<input type="text" value="Demo Special School"/>		
Site ID	<input type="text" value="001"/>		
Site Code	<input type="text" value="01"/>		
Cost Center Number	<input type="text" value="100"/>		
* Time Zone	<input type="text" value="Africa/Kampala"/>		
Address	<input type="text" value="Demo Street No."/>		
	Street 1	Street 2	
	<input type="text" value="Demo City"/>	<input type="text" value="State"/>	<input type="text" value="Uganda"/>
	City	State	Country
Location	<input type="text" value=""/>		
Phone	<input type="text" value="1111111111"/>	<input type="text" value="+256"/>	
Fax	<input type="text" value=""/>		

Cancel

Save And Create New

Save

4. After filling out the relevant information, click on the **Save** button at the bottom of the form.

You may use the Save And Create New button on this page if you want to create another Site.

5. The following message will be displayed: “You have selected [**Time Zone**] as timezone for this **site**. Once saved, you will not be able to change the timezone. Are you sure you want to continue?” Click on the **Yes** button to save the new **Site**.

You have selected 'Asia/Dhaka' as timezone for this site. Once saved, you will not be able to change the timezone. Are you sure you want to continue?

6. You will see a success message “**Site has been created**”

Site Search

Site has been created
