

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

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

To Do	<h2>General</h2>	
Individual		
Health		
Agency		
Billing		
Admin	Provider	Preferences   Password Policy
Agency Reports	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](#)

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

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](#)

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

[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