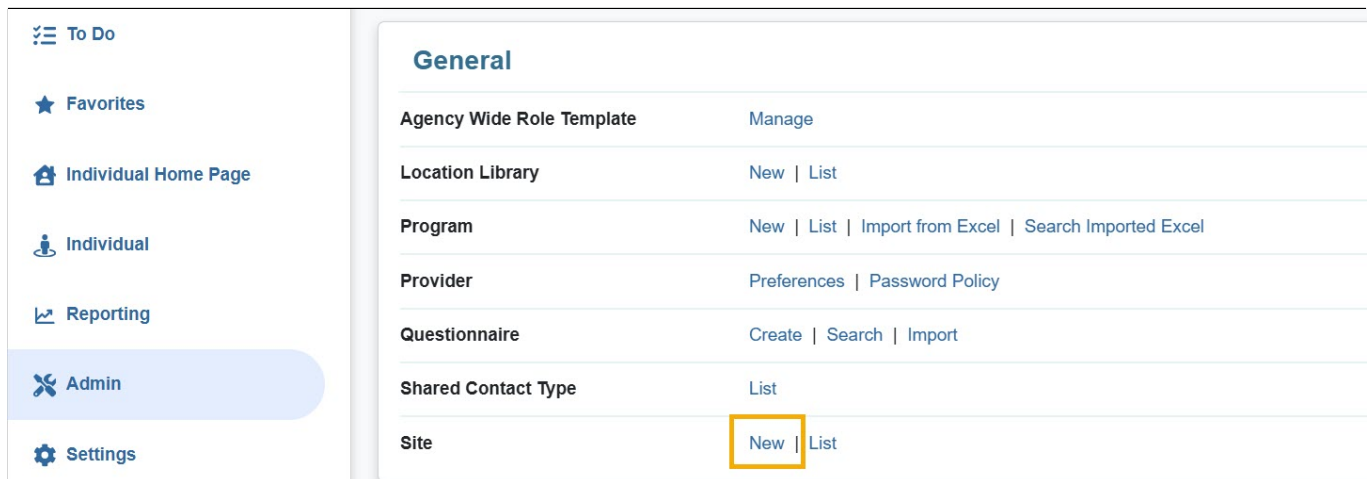# Create New Site

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 the **HomePage** click on the **New** link beside **Site** under **Admin** tab.

2. 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**	Demo Special School
Site ID	
Site Code	
Cost Center Number	
* **Time Zone**	Asia/Manila
Address	Demo Street 11 (Street 1)
	Demo City (City), State (State), Zip Code, Philippines (Country)
Location	📍
Phone	Ext
Fax	

Cancel   Save And Create New   Save

Site Name is the name of the location and is a required field.

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: +63 in Philippines) in the box on the right that says "Ext" and enter the rest of your phone number in the box on the left.
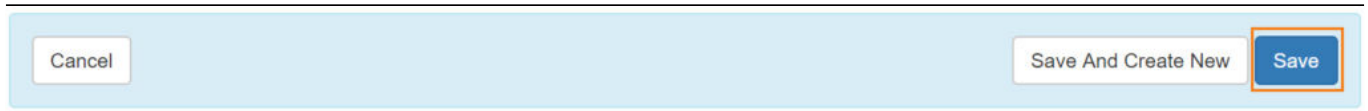
Create New Site New

Provider Code	DEMOTG-TGD
Provider Name	Therap Global Demonstration Provider
* Site Name	Demo Special School
Site ID	
Site Code	
Cost Center Number	
* Time Zone	Asia/Manila

Address

Demo Street 11
Street 1

Street 2

Demo City
City

State
State

Zip Code

Philippines
Country

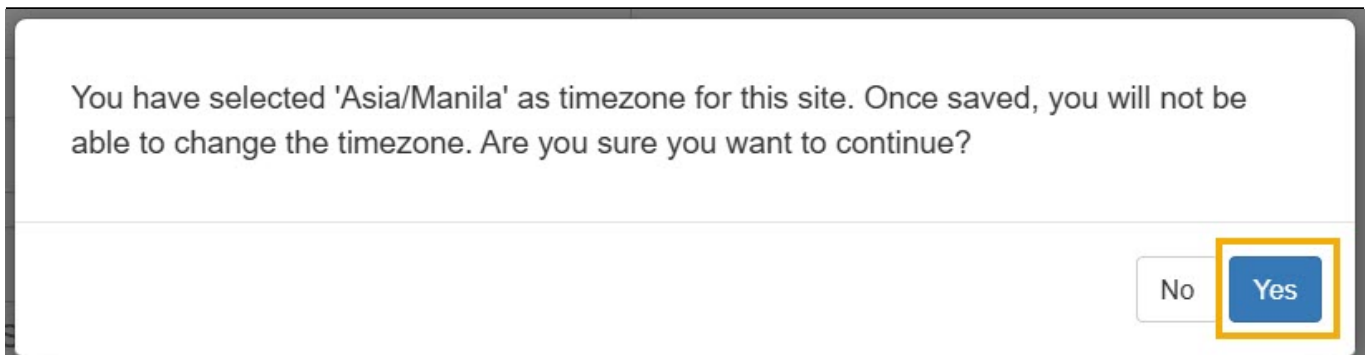**Location** 📍

Phone 1234567890   +63

Fax

Cancel   Save And Create New   Save

3. 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.

4. 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**.

5. You will see a success message **"The form has been successfully saved"**