

anzisha eneo jipya

Site ni sehemu ambapo kuna majengo ya ofisi au anuani ya mtaa ambapo mradi unatekelezwa au huduma kutolewa. Unapoandaa taarifa za eneo au mradi unapotekelezwa ni vyema kujaza taarifa muhimu za eneo au mahali husika. Akaunti yako ya mfumo ni vyema ikawa na angalau eneo moja la mradi unapotekelezwa ikiwa mtumiaji wa mfumo huu ana eneo zaidi ya moja pia anaweza kuongeza matawi mengi kadri ya huduma anazotoa kwa kuweka anuani ya eneo la ana kwa ana. Hii itakusaidi kutunza kumbukumbu la eneo husika unalo toa huduma au kutekeleza mradi. Na eneo moja linaweza kuwa na huduma au mradi zaidi ya mmoja.

Mtuamiaji mwenye **Provider Setup** ndiye mwenye jukumu la kuongeza eneo jipya la mradi au huduma.

1. Kutoka kwenye dashibodi bonyeza tabu ya **Admin**.

| | | | |
|----------------|-----------------------------|--|------------------------|
| 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 |

Kumbuka: Ukiwa kwenye tabu ya **Admin** itakuwa na rangi ya samawati iliyokoza.

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

2. Bonyeza kitufe **New** pembeni na site/eneo.

| | | |
|----------------|----------------------|--|
| To Do | General | |
| Individual | | |
| Health | | |
| Agency | | |
| Admin | | |
| Agency Reports | | |
| | Provider | Preferences Password Policy Archive Preference |
| | User Privileges | Manage Archive Legacy Archive Upto Jul 2011 |
| | Program | New List Archive Import from Excel Search Imported Excel |
| | Site | New List Archive |
| | Individual Home Page | Select Profile Items |

3. Jaza taarifa zote katika ukarasa wa **Create New Site** kama maelekezo yanavyokuelekeza.

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 ni jina la sehemu.

Site ID, Site Code and Cost Center Number zote hazina ulazima wa kujazwa.

Time Zone ya eneo husika umechaguliwa kabla.

Address, Phone, and Fax hazina ulazima wa kujazwa japokuwa zinaweza kuwa muhimu

kwa taasisi yako.kwa hiyo ni muhimu kujazwa ili ionekane katika ripoti zako za baadae.

Kumbuka: Kwa **Phone**, weka Kodi ya nchi(kwa mfano:+256 kwa uganda)kwenye boksi ya kulia inayosema “Ext” na weka namba zilizosalia kwenye boksi iliyopo kushoto.

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."/> | <input type="text"/> | |
| | 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="111111111"/> | <input type="text" value="+256"/> | |
| Fax | <input type="text"/> | | |

4. Baada ya kujaza taarifa sahihi za eneo husika bonyeza kitufe cha **Save** chini ya fomuu yako.

Cancel

Save And Create New

Save

Unaweza kutumia kitufe cha **Save And Create New** kwenye ukurasa huu kama unataka kuunda eneo lingine.

5. Ujumbe wa kufanikiwa utaonekana: [Time Zone] kama wakati katika lako la mradi. Ukishahifadhi, hutaweza kubadili wakati katika eneo. Ikwa una uhakika unataka kuendelea?" bonyeza kwenye kitufe cha yes/ndio ili kuhifadhi eneo jipya.

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?

No

Yes

6. Utapata ujumbe" **eneo la mradi limeanzishwa.**"

Site Search

Site has been created