

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

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

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

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

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

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

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/Dhaka	
Address	Demo Street	
	Street 1	Street 2
Demo City	State	
City	Zip Code	Bangladesh
		Country
Location		
Phone		Ext
Fax		

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" value="Street 2"/>
	<input type="text" value="Street 1"/>	<input type="text" value="Street 2"/>	
City	<input type="text" value="Demo City"/>	State	<input type="text" value="Uganda"/>
	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>
Location	<input type="text" value=""/>		
Phone	<input type="text" value="1111111111"/>	+256	
Fax	<input type="text" value=""/>		

Cancel

Save

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

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?

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

Site Search

Site has been created
