

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

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

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

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

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

<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."/> Street 1
	<input type="text"/> Street 2
	<input type="text" value="Demo City"/> City
	<input type="text" value="State"/> State
	<input type="text"/> Zip Code
	<input type="text" value="Uganda"/> 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. 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