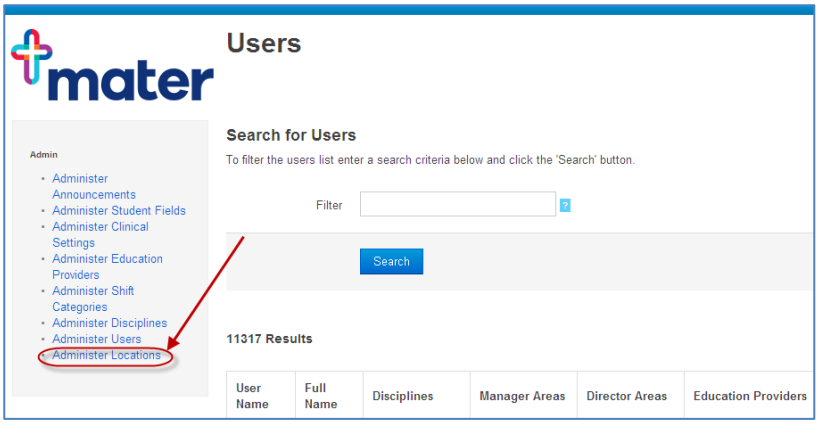
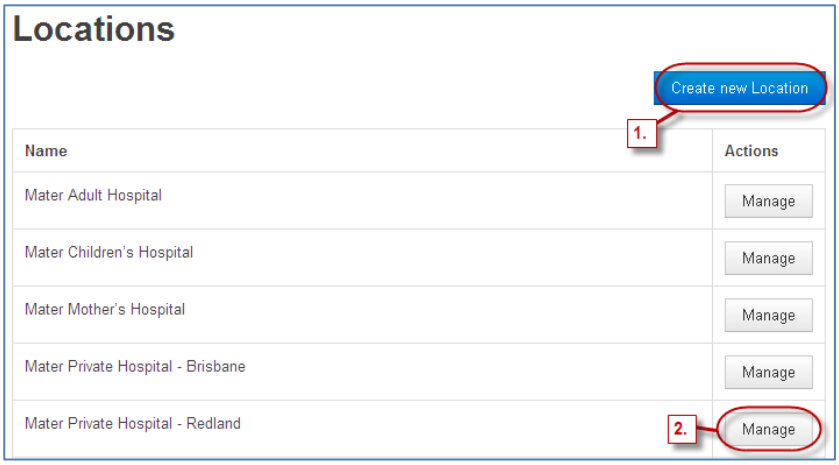
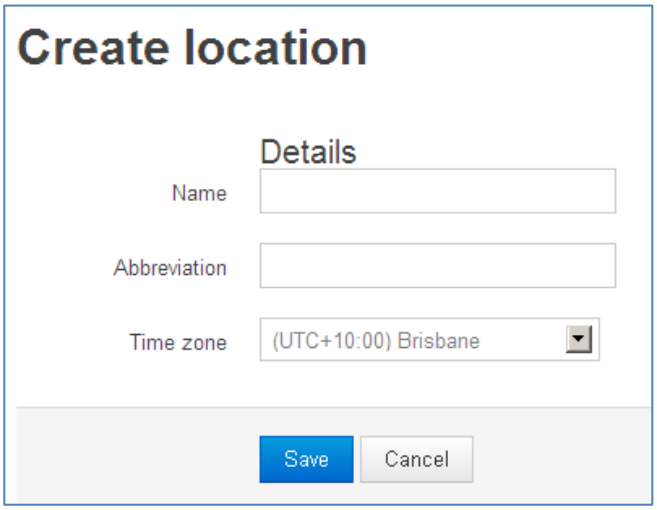
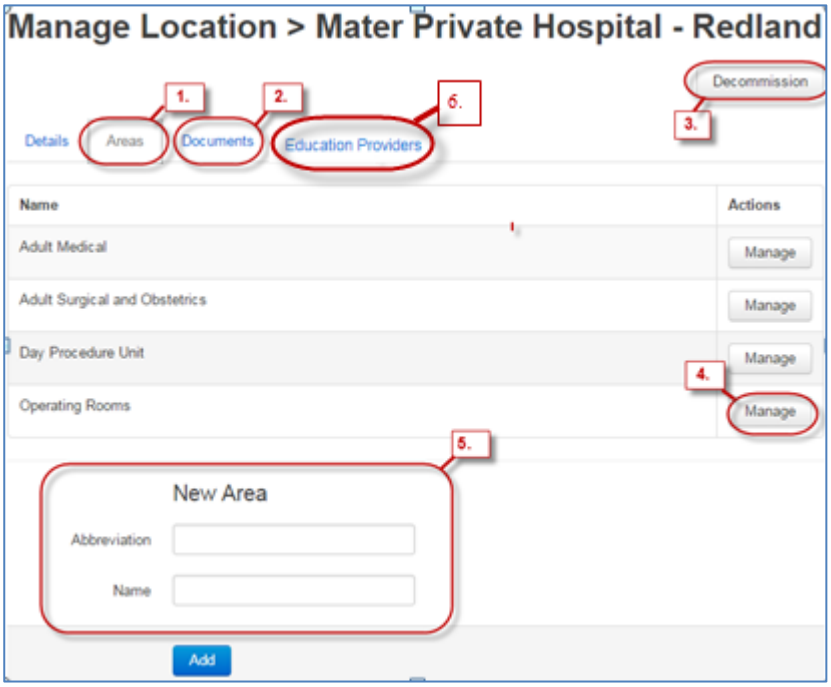
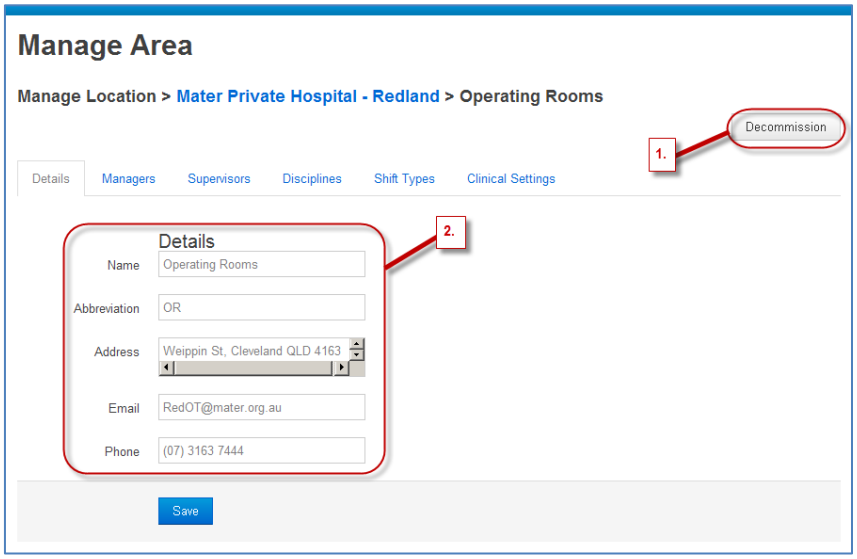
ARef-09 - Administrator Reference Sheet – How to Add and Disable Locations and Areas.

Steps	Action	What it looks like
1.	Click on the **Administer Locations** link in the side bar. This navigates to the **Locations** screen.	
2.	The **Locations** screen shows a list of all Locations in your organisation where students are placed. To navigate to the: **1.** Create Location screen, click the **Create new Location** button. **2.** Location Details screen, click the **Manage** button.	
3.	In the Create Location screen, type in the **Name** and **Abbreviation** of the new Location and then choose the corresponding option for that Location in the **Time zone** drop down list. Click the **Save** button.	

4.	In the Location Details screen you can modify the name and abbreviation in the default tab. You can also: **1.** View the list of Areas assigned to this Location by clicking on the **Areas** tab. **2.** Documents can be added to a specific Discipline and Area within a Location by clicking the **Documents** tab. **3.** Decommission this entire Location by clicking the **Decommission** button. **4.** Navigate to the Manage Area screen by clicking the corresponding **Manage** button. **5.** Add a new Area by typing the **Abbreviation** and **Name** fields and clicking the **Add** button. **6.** Limit the **Education Providers** allowed to request placements to this location	
5.	In the Manage Area screen you can: **1.** Edit the **Name** and **Abbreviation,** and/or enter the **Address, Email** and **Phone** details of the Area by typing into the corresponding fields. **2.** Decommission this entire Area by clicking the **Decommission** button. This screen is also where you access all of the configuration details for the Area as covered in Reference sheet *ARef-10*.