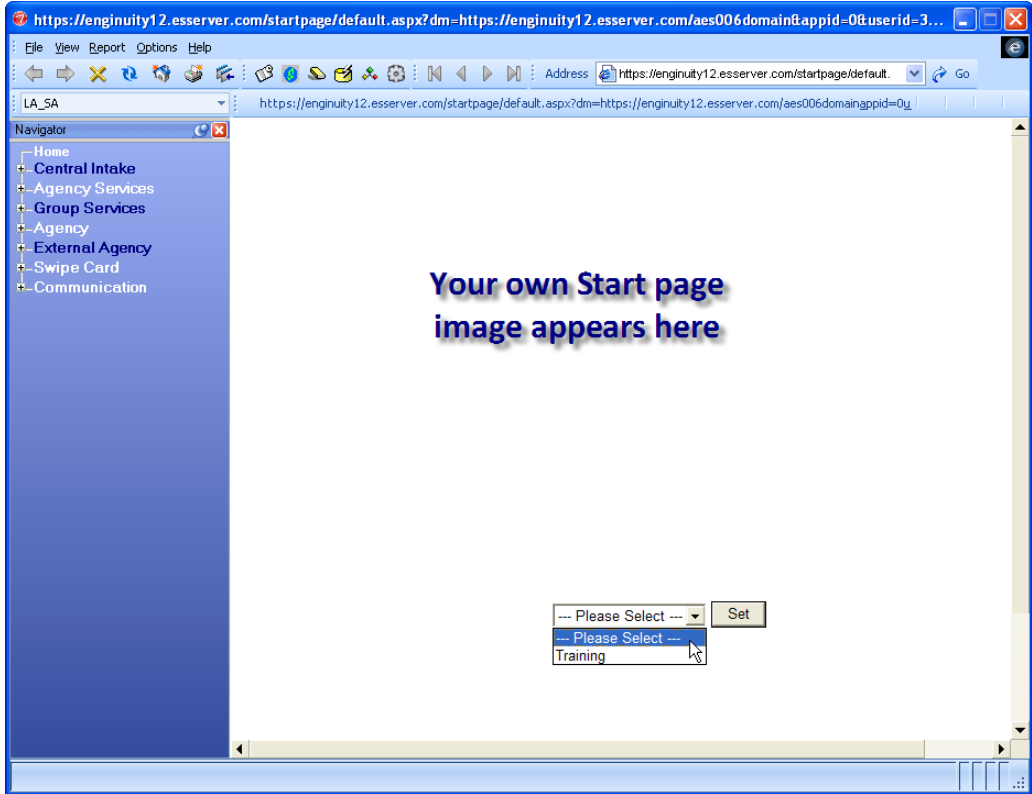


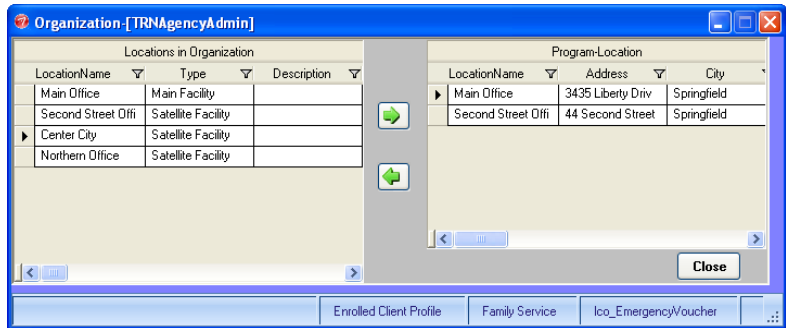
Selecting Locations on the Start Page

Many Organizations with multiple locations want to track Clients and Services by those locations. Now Users can select a Location on the Start Page, all their data input for that login session will be linked to that Location. A Location does NOT have to be selected; if a default has been set for a User, a different Location may be selected here.



All Locations that have been created on the Locations Page in the Organization Library will be displayed in the dropdown.

In order to show Program specific information, a Location must also be linked to a Program on the Program Setup page. Select the Program, and then open the Locations popup window with the LOCATIONS button. Use the right arrow to link a Location to the selected Program.



A User can be linked to a Location as their default, so they will not have to make the selection during each Login. On the User page in Security Wizard or Security Manager, a location may be selected for each User.

This function was designed for future reporting needs.

New **Save** **Unblock**

Organization: AS1Agency

Location: A and B location

UserID: AS1 Newuser

Example:

ABC Program has three locations: Location A, Location B and Location C, each is in a different city or area. ABC Program will be able to determine that Location A served 25 Clients with Service X, Service Y and Service Z; Location B served 36 Clients with Service X and Service Z; Location C served 15 Clients with Service Y and Service Z. The Location will appear in the Activities Grid for the Client on the Services page.