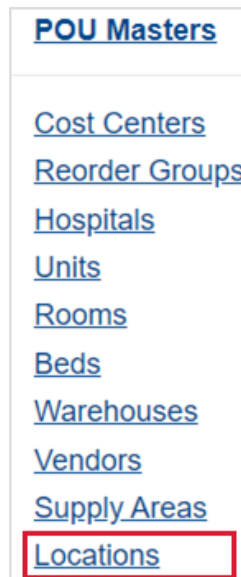


# Location Creation and Configuration

Learn how to create and configure a location in Tecsys Point of Use.

## CREATE A LOCATION

1. Launch the **Locations** resource from the POU Master menu.



2. Select **Create**.
3. Name the location based on system approved naming conventions.

Location

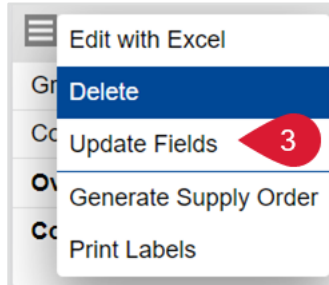
4. Select **Continue**. The configuration window for the location will open.
5. Enter information into each required field including General, Default Settings, Workflows, Planning Groups, Procedural Area, and Nursing Kiosk.
6. When all the required fields have been entered, select **Submit**.

## UPDATE A FIELD

1. Launch the **Location** resource and enter the Location you want to update.
2. Select **Search**.

## QUICK REFERENCE GUIDE

3. Select the menu next to the location and choose **Update Fields**.



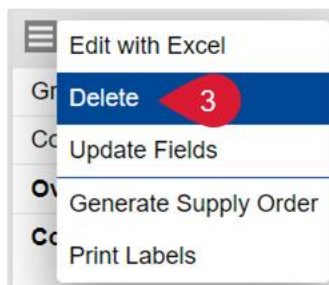
4. If needed, add, remove, or update fields.

Maintainable Fields		▼	Add		
Supply Area	Set Value To	▼	TEH.CL	🔍	✕
Description 1	Set Value To	▼	TEST LOCATION	✕	
Default Serial Number Tracking Method	Set Value To	▼	0 - None	▼	✕
Par Location	Set Value To	▼	No	▼	✕
Reorder Group	Set Value To	▼	PER	🔍	✕
Patient Billing	Set Value To	▼	No	▼	✕
Location Sequence	Set Value To	▼	0	✕	

5. Select **Submit**. The fields will be updated.

## DELETE A LOCATION

1. Launch the **Location** resource and enter the Location you want to delete.
2. Select **Search**.
3. Select the menu next to the location and choose **Delete**.



4. A pop-up window will appear asking if you want to delete these records. Select **Yes**. The location will be deleted.