


# Quick Reference Guide: Editing Location Codes

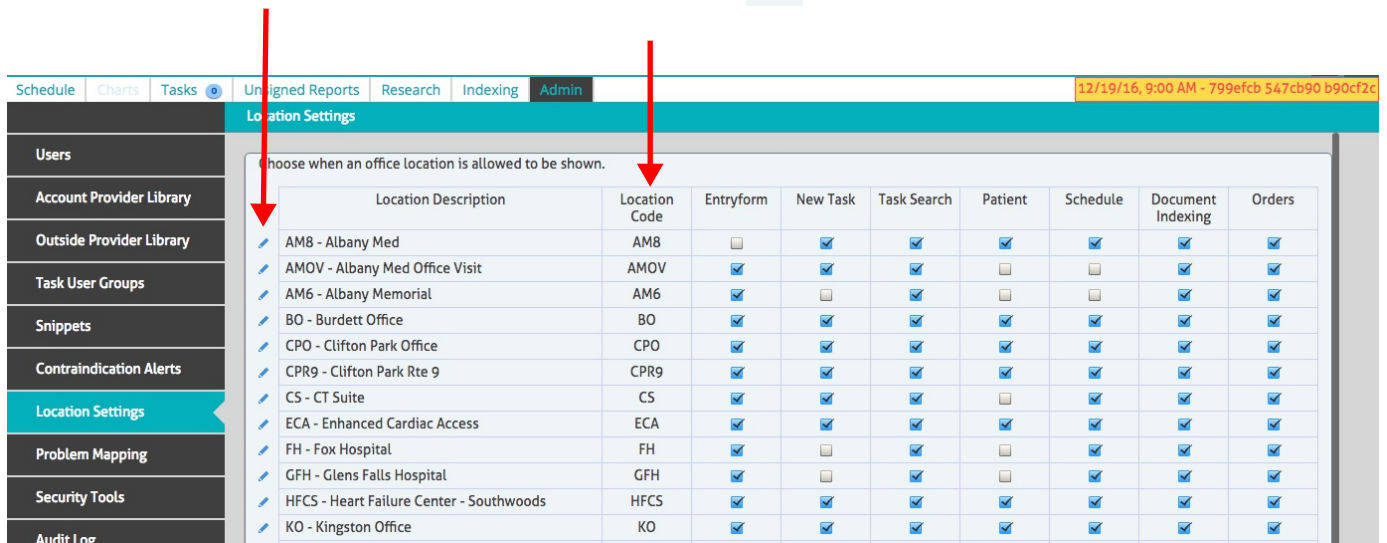
## Purpose

- Locations Settings in Admin has been modified to prepare for new requirements for the upcoming Scheduling Template functions. Every location in your account needs to have a Location Code that is no more than six characters long.
- We created codes for each of your locations. You need to review these codes and modify them as you see fit.

## View Location Codes


1. Click Locations Settings in the Admin tool bar on the left side of the screen.

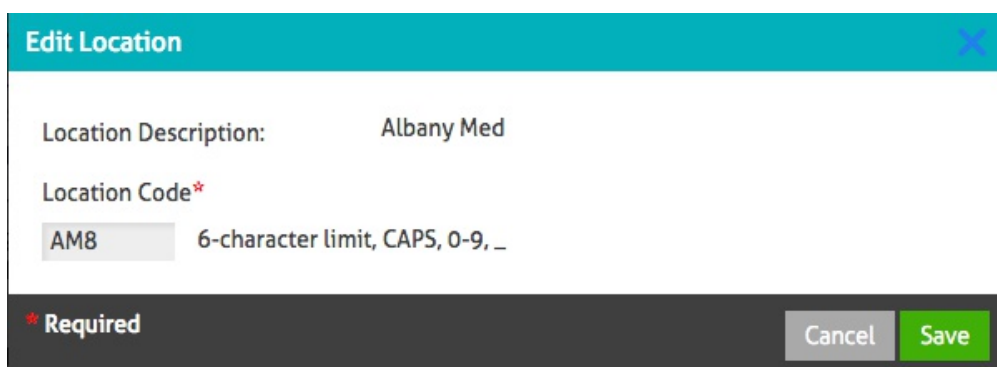
A new Location Code column has been added to the left of the Entryform check box column. This can be modified by clicking the pencil Edit tool  on the far left of that line.



Location Description	Location Code	Entryform	New Task	Task Search	Patient	Schedule	Document Indexing	Orders
AM8 - Albany Med	AM8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMOV - Albany Med Office Visit	AMOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM6 - Albany Memorial	AM6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BO - Burdett Office	BO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPO - Clifton Park Office	CPO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPR9 - Clifton Park Rte 9	CPR9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CS - CT Suite	CS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ECA - Enhanced Cardiac Access	ECA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FH - Fox Hospital	FH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GFH - Glens Falls Hospital	GFH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HFCS - Heart Failure Center - Southwoods	HFCS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KO - Kingston Office	KO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Edit Location Codes

1. Click the pencil Edit tool  in line with the Location Code you want to edit.  
The Edit Location popup opens.
2. Change the code in the Location Code field following these rules:
  - No more than 6 characters
  - Use only UPPER CASE letters, numbers 0 through 9, or underscore ( \_ ).
  - Each Location Code must be unique.
3. Click Save to save the new Location Code. The popup closes and you are returned to the Location Settings page with the new code displayed.
4. Repeat the above procedure for each of the Location Codes you want to change.



**Edit Location**

Location Description: Albany Med

Location Code\*  
AM8 6-character limit, CAPS, 0-9, \_

\* Required

Cancel Save