



Create a Location

Description:

Within AirView, home sleep testing patient records can be organized based on locations. Administrators can view, edit and create locations within the organization.

To create a location:

1. From the **Administration** menu, select **Locations**.
2. On the toolbar, click **New location**.
3. Enter the following information:
 - **Basic details** - Location name
 - Address
 - Contact number and email address.

Note: The address and contact details are optional. The information is used for business reports.

4. Click Save.