

Create a Site

The *Sites List* displays all the sites created in the application. The grid gives a detailed overview of the information about each site and can be customized by selecting the columns you would like to include in the grid:



On this page you can *Create a New Site*.



A new page will be displayed for you to populate with the *New Site* data:

Site Name

Code

Colour

Region

(please select)

Site Type

(please select)

Contract

(please select)

Default Assigned User

(Please Select)

Default Team

(Please Select)

Operational

Yes

Site Area

Capacity

Restricted Capacity

QR Code

Address 1

Address 2

Town

County

Country

United Kingdom

Postcode

Main Contact

Email

Telephone

Fax

Enable Key Job Event Notifications

Site Comments

Site Warning Flag?

No

Site Warning Note

Contractor Note

Latitude

55.378051

Longitude

-3.435973

Search Address/Building

Map

Satellite

Save to add the site to the *Site List*.



- *Enable Key Job Event Notification*

This covers events such as when the engineer starts travel, when the engineer starts task, when the engineer completes task and the job is completed.

The Main contact on that site will receive an email on all of the above events.

- **Form restriction** – Here the user can restrict what forms are available. This means that when a user adds a form to the Site, Location or asset, the end-user, either on the main application or the mobile apps will only be able to select the templates that you have selected.

Restrict Forms Yes

Restricted Form Templates

Form Name

Cleaning Form

Here you can restrict which forms can be added by a user in the main application or in the apps