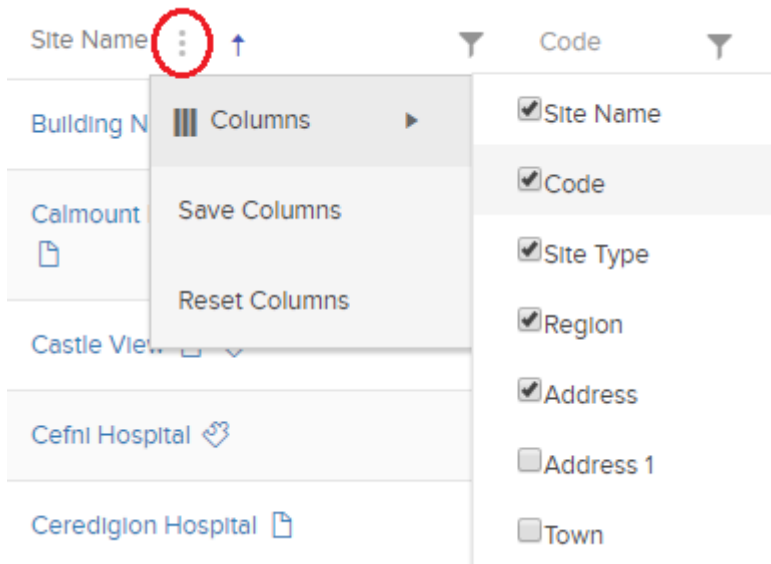


Create a Site

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:

A form for creating a new site, divided into three main sections. The left section contains fields for Site Name, Code, Colour, Region, Site Type, Contract, Default Assigned User, Default Team, Operational, Site Area, Capacity, Restricted Capacity, and QR Code. The middle section contains fields for Address 1, Address 2, Town, County, Country (set to United Kingdom), Postcode, Main Contact, Email, Telephone, Fax, and an 'Enable Key Job Event Notifications' checkbox. The right section contains Site Comments, Site Warning Flag? (set to No), Site Warning Note, Contractor Note, Latitude (55.378051), Longitude (-3.435973), Search Address/Building, and a map showing the location in the North Atlantic Ocean.

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

▶ Save

- *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