

# Add Location for case counting

This will add a new location for students to count cases. This will not add a new location for evaluations.

1 Navigate to <https://medatrax.com/login/admin.aspx>

2 Select the correct site.



The screenshot shows the Medatrax Administration Area. The header features the Medatrax logo, the tagline "Clinical Data Tools for Health Professional Education", and an "Administration Area" link. A navigation bar includes links for Home, Classes, Assignments, Student Review, Reports, My Account, Mail Center, Help, and LogOut. Below the navigation bar, there is a "Select a Program:" dropdown menu with "USUHS-NMC-CL-Camp Lejeune" selected. The main content area displays a grid of icons for various functions: Options, Forms, Case Reports, Case Locations, Transcripts, Evaluations, and Evaluation. A "Messages" box on the right contains a notice about office closures for Thanksgiving.

Medatrax®  
Clinical Data Tools for Health Professional Education  
Administration Area

Home Classes Assignments Student Review Reports My Account Mail Center Help LogOut

Select a Program: USUHS-NMC-CL-Camp Lejeune




Options Forms Case Reports  
Case Locations Transcripts Evaluations  
Evaluation Evaluation Evaluation




**Messages**




Medatrax offices will be closed on Thursday, Nov. 24, and Friday, Nov. 25 for the Thanksgiving Holiday. Our office will reopen Monday November 28th.




### 3 Click "Case Locations"




Select a Program:

 Options
  Forms
  Case Reports

 **Case Locations**
 Transcripts
  Evaluations


 Evaluation Results
  Evaluation Scheduling
  Evaluation Reports

 Evaluation Admin
  Assignments
  Site Directory

 Mail Center
  Help
  Logout

#### Messages

Medatrax offices will be closed on Thursday, Nov. 24, and Friday, Nov. 25 for the Thanksgiving Holiday. Our office will reopen Monday November 28th.



### 4 Click "Add New Location"



# Medatrax<sup>®</sup>

Clinical Data Tools for Health Professional Education




Administration Area

[Home](#)
[Classes](#)
[Assignments](#)
[Student Review](#)
[Reports](#)
[My Account](#)
[Mail Center](#)
[Help](#)
[LogOut](#)

## Locations

Name	Disabled	
Asheville VA	✖	<a href="#">Edit</a>
Cherry Point	✖	<a href="#">Edit</a>
East Carolina	✖	<a href="#">Edit</a>
Medical Center Camp LeJeune	✖	<a href="#">Edit</a>
New Hanover	✖	<a href="#">Edit</a>
Porton - NMCCCL	✖	<a href="#">Edit</a>
UFH	✖	<a href="#">Edit</a>


[Add New Location](#)

5 Enter the name of the hospital



**Medatrax®**  
Clinical Data Tools for Health Professional Education

Administration Area

Home Classes Assignments Student Review Reports My Account Mail Center Help LogOut

**Location Details**

Name:

Street Address:

City:  Site State:

Zip:  Site Fax:

Phone 1:  Site Phone 2:

Phone:  OR Phone:

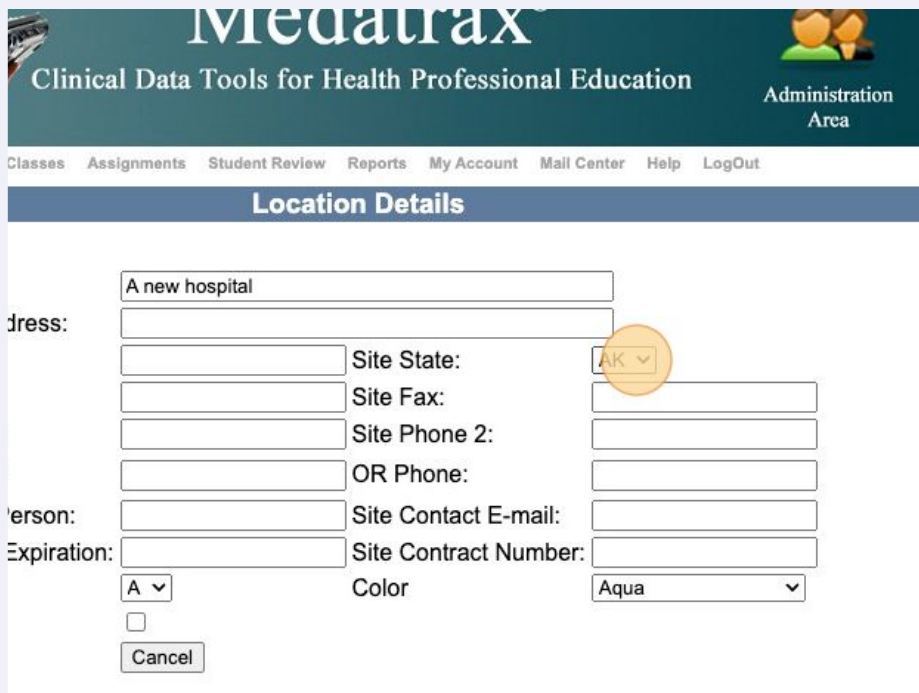
Contact Person:  Site Contact E-mail:

Contract Expiration:  Site Contract Number:

Color

☐

6 Enter the state.



**Medatrax®**  
Clinical Data Tools for Health Professional Education

Administration Area

Classes Assignments Student Review Reports My Account Mail Center Help LogOut

**Location Details**

Address:

Site State:

Site Fax:

Site Phone 2:

OR Phone:

Person:  Site Contact E-mail:

Expiration:  Site Contract Number:

Color

☐

7

Select a color. The combination of Icon and Color has to be unique amongst all of the different sites.

A new hospital

Site State: NC ▾

Site Fax:

Site Phone 2:

OR Phone:

Site Contact E-mail:

Site Contract Number:

A ▾ Color Aqua ▾

☐

Cancel

8

Select an icon.

Site Name: A new hospital

Site Street Address:

Site City:  Site State: NC ▾

Site Zip:  Site Fax:

Site Phone 1:  Site Phone 2:

Anes. Phone:  OR Phone:

Site Contact Person:  Site Contact E-mail:

Site Contract Expiration:  Site Contract Number:

Icon A ▾ Color Crimson ▾

Disabled ☐

Create Cancel

9

Create

10

saved

11 Click this checkbox.

Site Name:	<input type="text" value="A new hospital"/>		
Site Street Address:	<input type="text"/>		
Site City:	<input type="text"/>	Site State:	<input type="text" value="NC"/>
Site Zip:	<input type="text"/>	Site Fax:	<input type="text"/>
Site Phone 1:	<input type="text"/>	Site Phone 2:	<input type="text"/>
Anes. Phone:	<input type="text"/>	OR Phone:	<input type="text"/>
Site Contact Person:	<input type="text"/>	Site Contact E-mail:	<input type="text"/>
Site Contract Expiration:	<input type="text"/>	Site Contract Number:	<input type="text"/>
Icon	<input type="text" value="H"/>	Color	<input type="text" value="Crimson"/>
Disabled	<input type="checkbox"/>		
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>		

12 Click this button.

Site Street Address:	<input type="text"/>		
Site City:	<input type="text"/>	Site State:	<input type="text" value="NC"/>
Site Zip:	<input type="text"/>	Site Fax:	<input type="text"/>
Site Phone 1:	<input type="text"/>	Site Phone 2:	<input type="text"/>
Anes. Phone:	<input type="text"/>	OR Phone:	<input type="text"/>
Site Contact Person:	<input type="text"/>	Site Contact E-mail:	<input type="text"/>
Site Contract Expiration:	<input type="text"/>	Site Contract Number:	<input type="text"/>
Icon	<input type="text" value="H"/>	Color	<input type="text" value="Crimson"/>
Disabled	<input checked="" type="checkbox"/>		
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>		