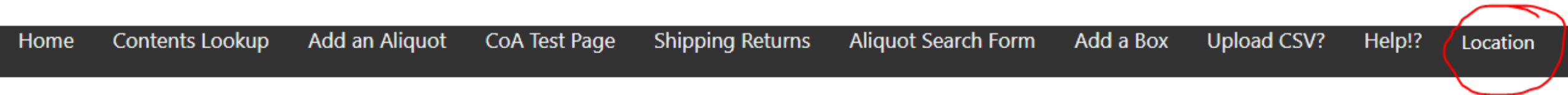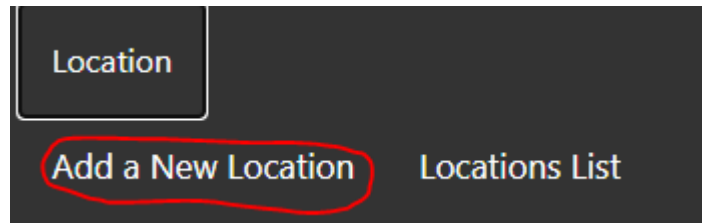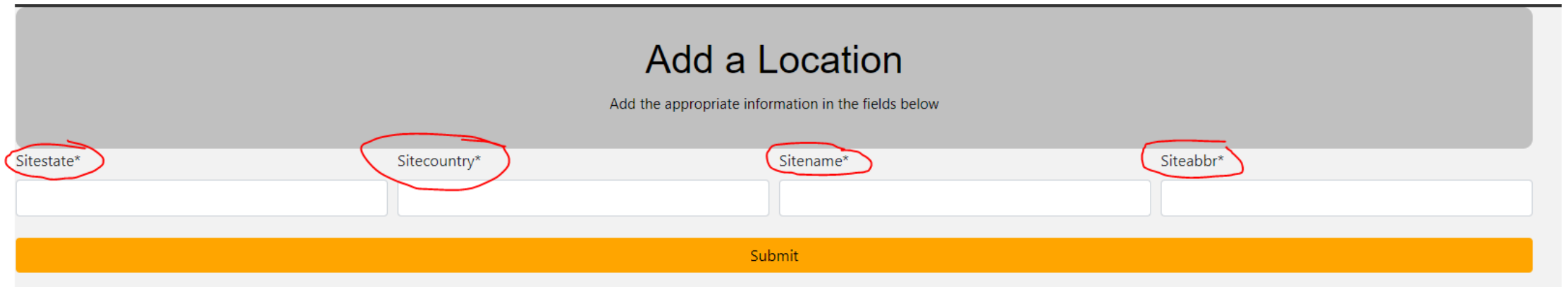- If a user is adding a new location to the database then they shall click on the Location button on the top menu bar.

| Home | Contents Lookup | Add an Aliquot | CoA Test Page | Shipping Returns | Aliquot Search Form | Add a Box | Upload CSV? | Help!? | Location |

- The submenu for Locations will expand and the user will click on Add a New Location.

Location

Add a New Location   Locations List

- Once the user clicks on the Add a New Location link they will be redirected to the Add a Location page.
- All fields are required when adding a new location.
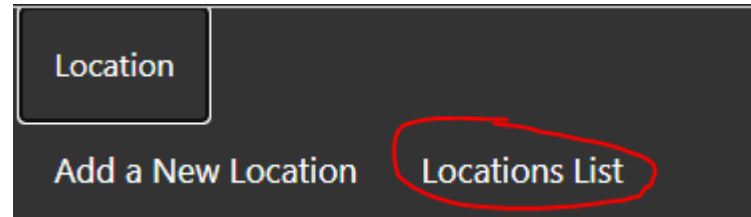
Add a Location

Add the appropriate information in the fields below

Sitestate*

Sitecountry*

Sitename*

Siteabbr*

Submit

- Once the user has filled out the four fields they can press the submit button and the new location will be added.

- If a user is wanting to check which locations are already in the database, which is a good idea before adding a new location. The user will click on **Locations List** in the submenu of Location.

- To search the page the user will be able to filter the page to narrow the displayed sites.

- If the user wants to download the site information to a csv document then they shall click on the **Export Table to CSV** button in the top left of the table.

Locations

Export Table to CSV

| Site ID | Site Country | Site State | Site Name | Site Abbreviation |

Site ID	Site Country	Site State	Site Name	Site Abbreviation
1	United States	Maryland	Walter Reed Medical /National Navel Medical Center(WRM)	WRM
2	United States	ALABAMA	UNIVERSITY OF ALABAMA(UAL)	UAL
3	United States	ALABAMA	ALABAMA STATE UNIVERSITY(ALU)	ALU
4	United States	ALASKA	UNIVERSITY OF ALASKA(UAK)	UAK
5	United States	ALASKA	ALASKA STATE UNIVERSITY(AKU)	AKU