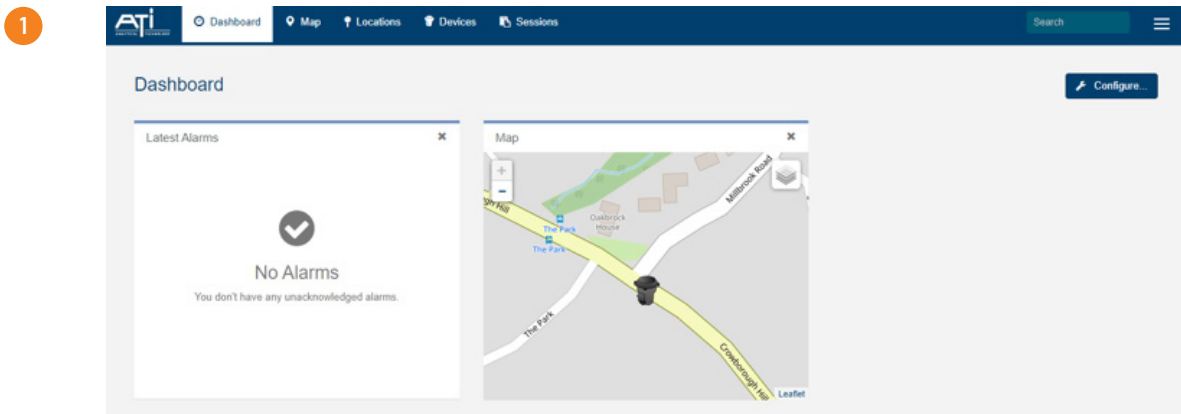


# NephNet Web Portal User Guide.

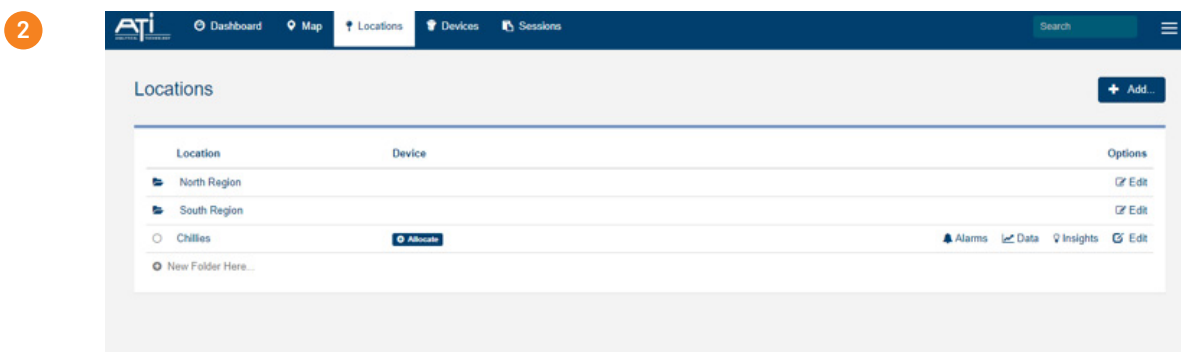
## Creating Device Locations.

Any user can add or change locations for devices that they have permission to access.

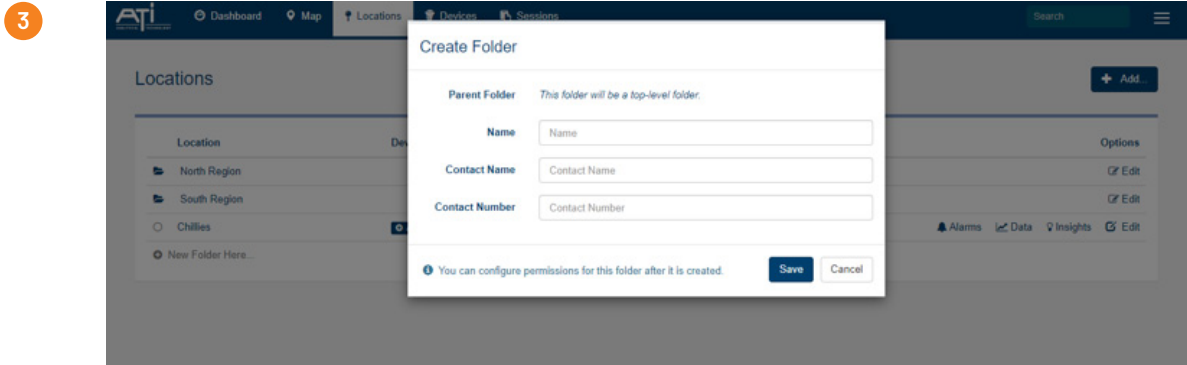
Locations are the places that devices are put to take readings. All devices can be assigned to locations in a single group on the main locations screen. If many devices are used then it can be convenient to create folders and sub-folders to group devices together in meaningful ways. Devices are then added to these folders and sub-folders.



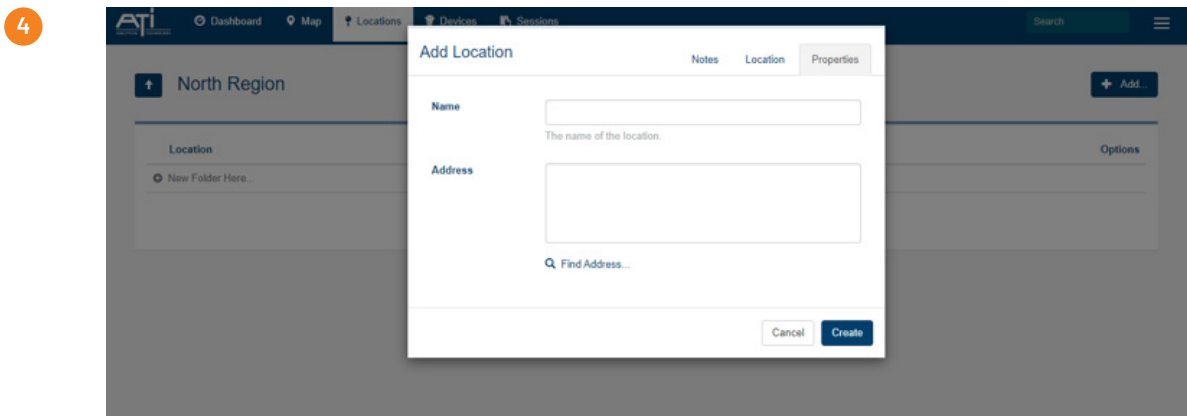
Signing in as an Administrator brings you straight to the Customer Dashboard.



Click **Locations** to reveal the locations screen.

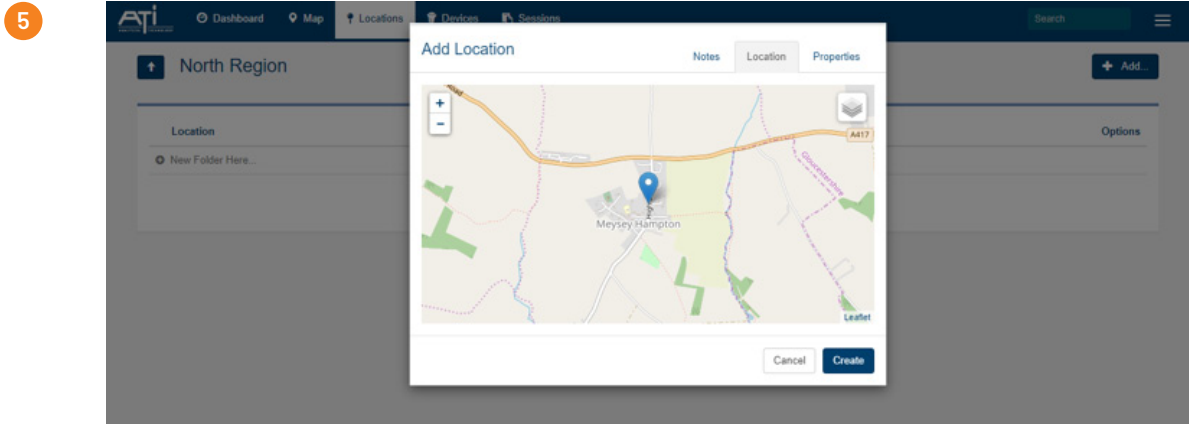


Here you can see that there are 2 folders (North Region and South Region) which have already been created by clicking **New Folder Here** at the base of the locations list. Clicking **New Folder Here** opens the dialog box.

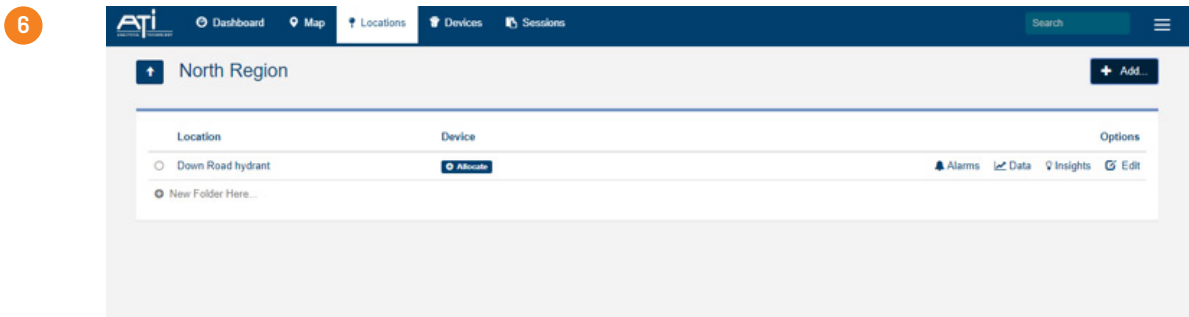


At this level creating a new folder makes another top level folder. Clicking into an existing folder and the creating a new one makes a sub-folder. Each folder and sub-folder requires a folder name and the name and contact number for the person assuming 'ownership' of the devices to be placed in it. Click **Save** to complete the process.

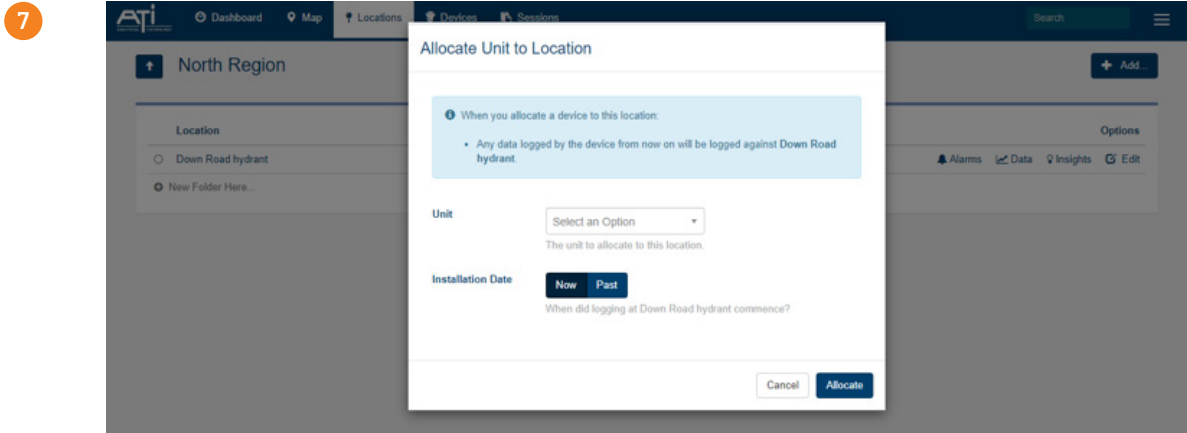
To actually create location where a device is to be installed go to the folder or sub-folder that you need and click **Add** near top left.



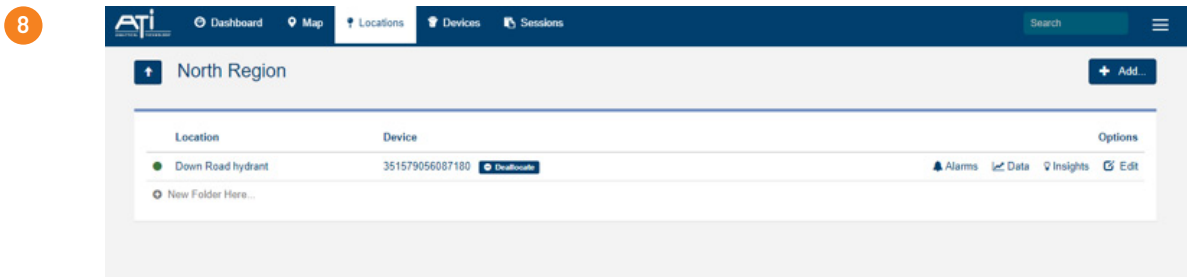
In the example previously (4) we have clicked folder North Region and then clicked **Add** to open the dialog box. Enter the location name which can be anything memorable, e.g. Down Road, hydrant. Entering the address or postcode and clicking **Find Address** will take you to the map with a pointer. Here you can zoom in and place the pointer in the precise monitoring position.



Click **Create** and you will be returned to the folder view with the new location added.



Now you have location you can allocate a device to this location so that the recorded data will be associated with this location. To do this click **Allocate** which will open a dialog box.



Clicking **Select an Option** will display the IMEI numbers for available devices from which to choose the appropriate unit. If the device has already been installed you can click **Past** to define the date and time of installation. Click **Allocate** and you will be returned to the folder screen with the device now associated with the Location.