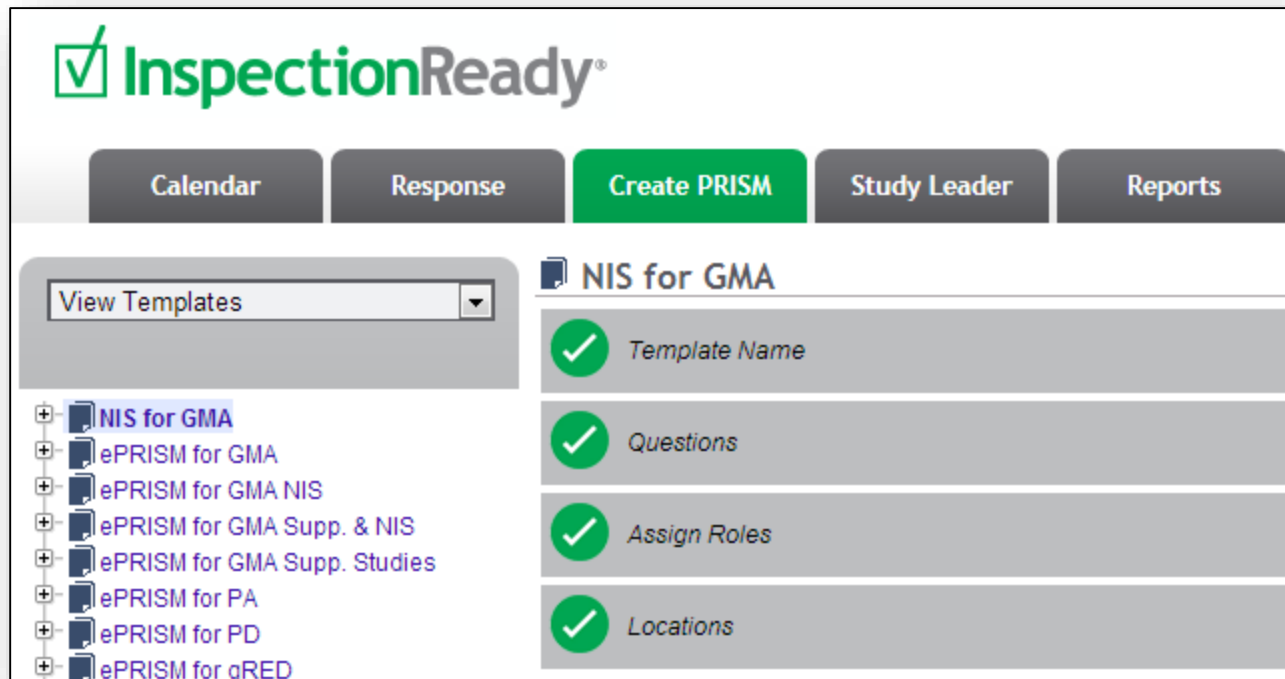


## Create PRISM Tab Locations Color Bar

This reference guide is an overview of the **Locations** color bar within the **Create PRISM** tab. The following process steps are covered within this document:

- ✓ Add new location
- ✓ Edit location

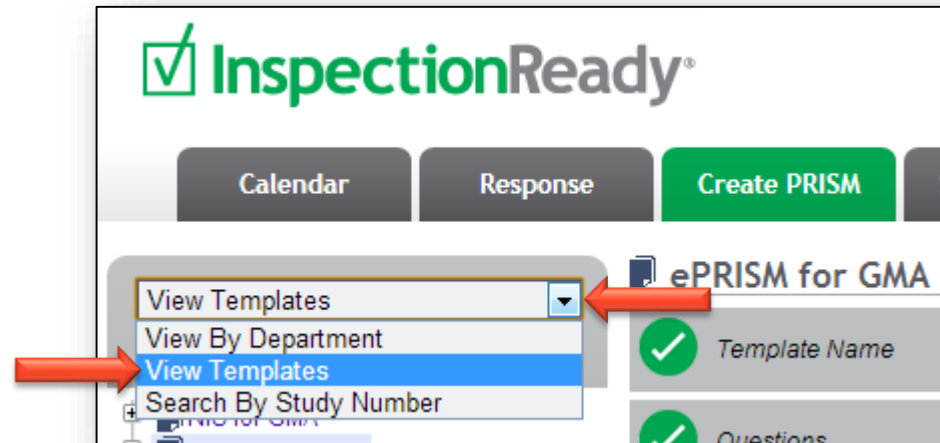


The screenshot displays the InspectionReady software interface. At the top, the logo is visible. Below it, a navigation bar contains five tabs: 'Calendar', 'Response', 'Create PRISM' (highlighted in green), 'Study Leader', and 'Reports'. Under the 'Create PRISM' tab, there is a 'View Templates' dropdown menu. To the left of the main content area, a list of templates is shown, with 'NIS for GMA' selected and highlighted in blue. The main content area displays a checklist for the 'NIS for GMA' template, with five items, each marked with a green checkmark: 'Template Name', 'Questions', 'Assign Roles', and 'Locations'.

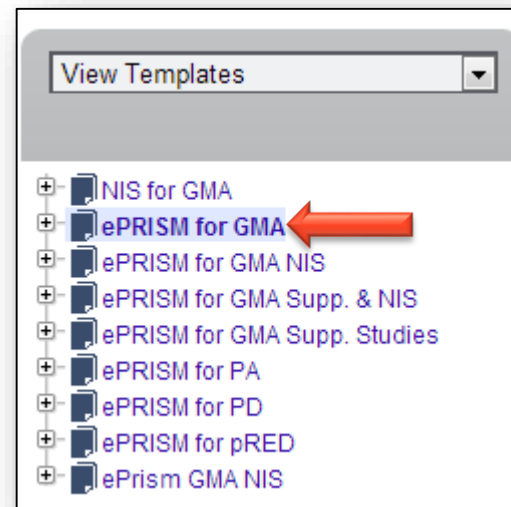
## Add New Location

### Add New Location

1. Select **View Templates**.



2. Select the [template](#) to add new location.



3. Click **Locations**.

The screenshot shows the InspectionReady logo at the top left. Below it are five navigation buttons: Calendar, Response, Create PRISM (highlighted in green), Study Leader, and Reports. On the left, there is a 'View Templates' dropdown menu. Below it is a list of templates with expandable icons (+):

- NIS for GMA
- ePRISM for GMA
- ePRISM for GMA NIS
- ePRISM for GMA Supp. & NIS
- ePRISM for GMA Supp. Studies
- ePRISM for PA
- ePRISM for PD
- ePRISM for gRED

On the right, the 'NIS for GMA' section is expanded, showing a checklist of steps, each with a green checkmark:

- Template Name
- Questions
- Assign Roles
- Locations

A red arrow points from the 'Locations' template in the left list to the 'Locations' step in the checklist.

4. Select **Department**.

The screenshot shows the 'Locations' form. At the top left is a green checkmark and the text 'Locations'. At the top right is a '[hide] Locations' link. Below the header are three links: 'Feedback', 'Help', and 'Audit'. The main content area has a 'Department?' label above a dropdown menu. The dropdown menu is open, showing the following options:

- Choose One
- Choose One
- PD/Dev
- PD/GMA
- PA
- pRED

A red arrow points to the dropdown menu. Below the dropdown menu is a table with the following structure:

Within	Studies Associated	New
--------	--------------------	-----

5. Click [New](#).

Locations [hide] Locations

Feedback | Help | Audit

Department?  
PD/Dev

Location	Within	Studies Associated	
Basel	PD/Dev	1	<a href="#">New</a> <a href="#">Edit</a>
Mississauga	PD/Dev	0	<a href="#">Edit</a>

6. Enter **Location**.

7. Click **Save Changes**.

NEW/EDIT LOCATION

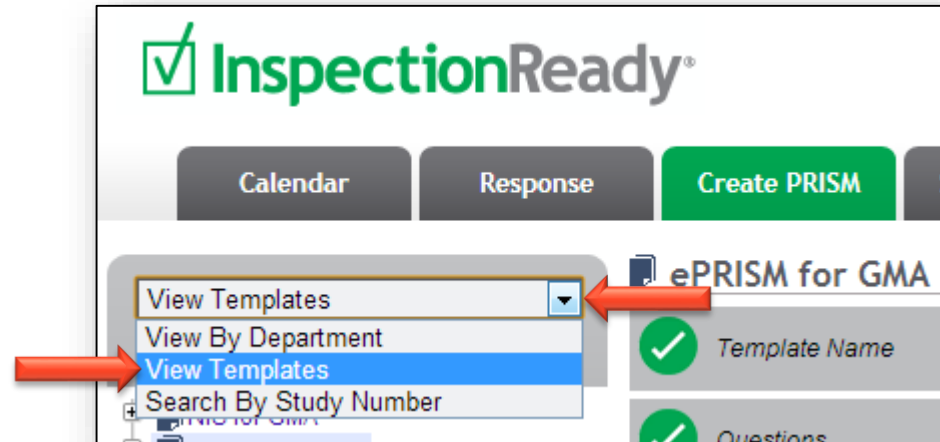
Location\*?

Save Changes

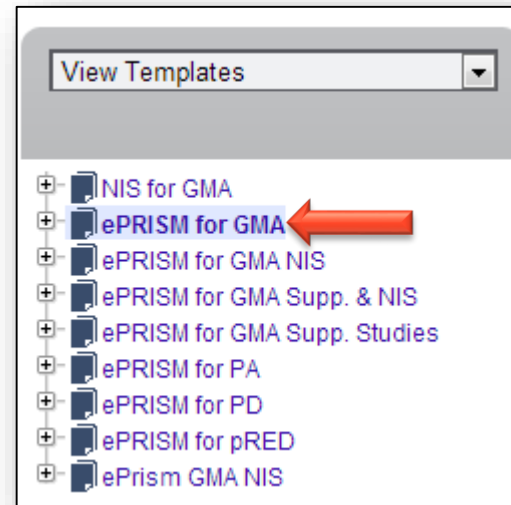
## Edit Location

### Edit Location

1. Select **View Templates**.



2. Select the [template](#) to edit location.



3. Click **Locations**.

The screenshot shows the InspectionReady logo at the top left. Below it are five navigation buttons: 'Calendar', 'Response', 'Create PRISM' (highlighted in green), 'Study Leader', and 'Reports'. On the left side, there is a 'View Templates' dropdown menu. Below this menu is a list of templates, each with a plus icon and a document icon: 'NIS for GMA', 'ePRISM for GMA', 'ePRISM for GMA NIS', 'ePRISM for GMA Supp. & NIS', 'ePRISM for GMA Supp. Studies', 'ePRISM for PA', 'ePRISM for PD', and 'ePRISM for gRED'. A red arrow points from the 'ePRISM for PD' template to the 'Locations' template in the right-hand pane. The right-hand pane is titled 'NIS for GMA' and contains a checklist of steps: 'Template Name', 'Questions', 'Assign Roles', and 'Locations'. Each step has a green checkmark icon to its left.

4. Select **Department**.

The screenshot shows the 'Locations' page. At the top left is a green checkmark icon and the text 'Locations'. At the top right is a '[hide] Locations' link. Below this are three links: 'Feedback', 'Help', and 'Audit'. The main content area has a 'Department?' label above a dropdown menu. The dropdown menu is open, showing the following options: 'Choose One', 'Choose One', 'PD/Dev', 'PD/GMA', 'PA', and 'pRED'. A red arrow points to the dropdown menu. Below the dropdown menu is a table with two columns: 'Within' and 'Studies Associated'. The 'Studies Associated' column has a 'New' link at the end.

5. Click [Edit](#).

Locations [hide] Locations

Feedback | Help | Audit

Department?  
PD/Dev

Location	Within	Studies Associated	
Basel	PD/Dev	1	<a href="#">New</a> <a href="#">Edit</a>
Mississauga	PD/Dev	0	<a href="#">Edit</a>

6. Edit **Location**.

7. Click **Save Changes**.

**Note:** To remove a location from a template, click **Delete Location**.

NEW/EDIT LOCATION

Location\*?  
Mississauga

Save Changes Delete Location