## USER DEFAULT CLINIC LOCATION INSTRUCTIONS

Setting or Disabling Default Clinic Locations within the User Profile Page
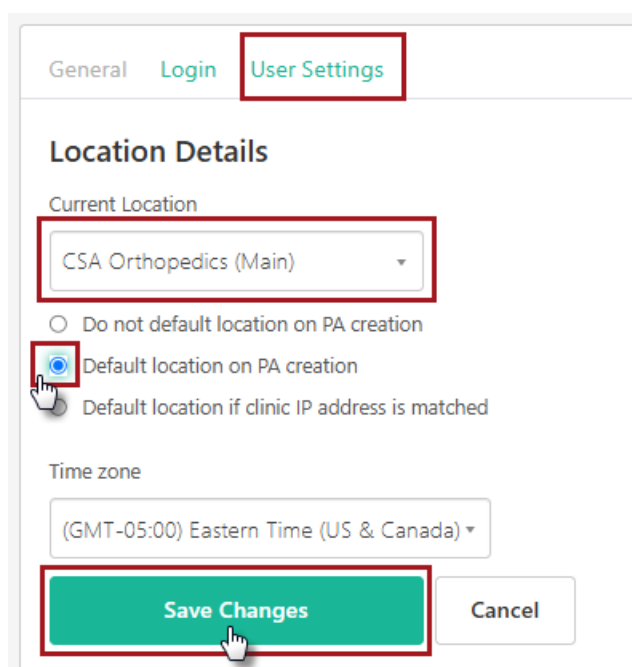
Functionality has been added to allow a user to set their profile to either Default to a specific Clinic Location or not Default to a specific Clinic Location when creating Patient Agreements. The below instructions walk through how to enable or disable the default Clinic Location.

Setting Default Clinic Location

Click the User icon in upper right and select Edit Profile link
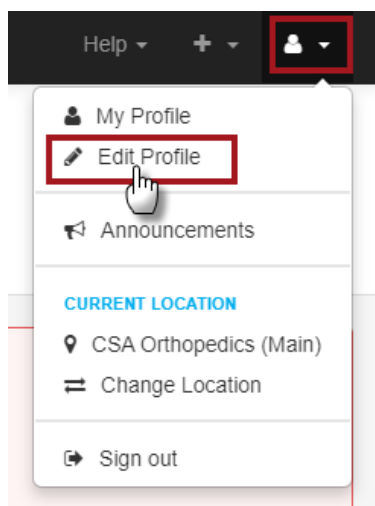
In the Location Details section, select the Clinic Location that should default when creating a New Patient Agreement and click the Default location on PA creation button or ensure it's already selected and click Save button at bottom of page

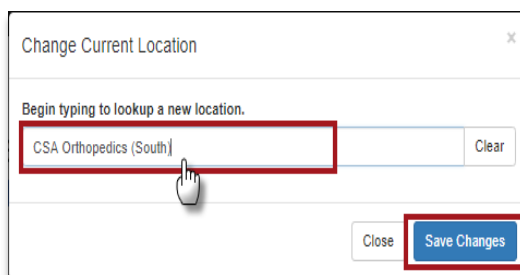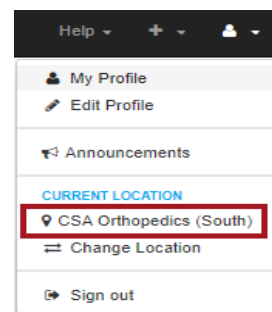**Setting Default Clinic Location (Continued)**

Setting a Default Location will allow the Clinic Location to be automatically set when a New Patient Agreement is created

Updating Default Clinic Location Shortcut – to quickly change a previously set Default Clinic Location, click the User icon in upper right and select Change Location under Current Location. The new location selected will be defaulted on New Patient Agreement page
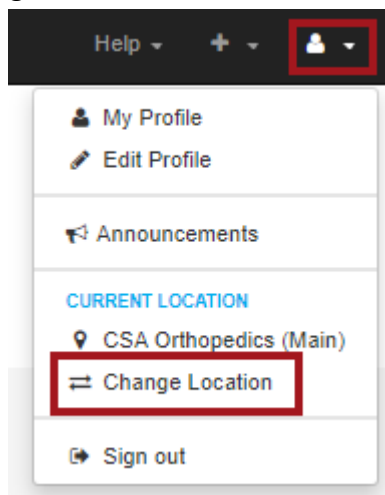
In modal, start typing clinic location name, select it from dropdown and click Save Changes button. The Default Clinic Location will update under Current Location and when creating New Patient Agreements
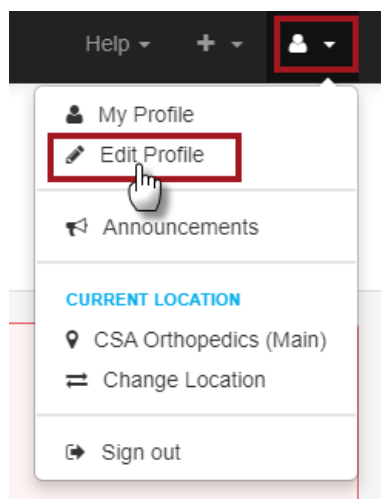
Disabling Default Clinic Location

Disabling the Default Clinic Location should be done when a user is assigned to many clinics and wants to ensure the New Patient Agreement is created under the correct location and inventory is dispensed from correct location.

Click the User icon in upper right and select Edit Profile link

In the Locations Details section click the Do Not default location on PA creation button. There is no need to update or change Current Location clinic. Click the Save button at the bottom of the page
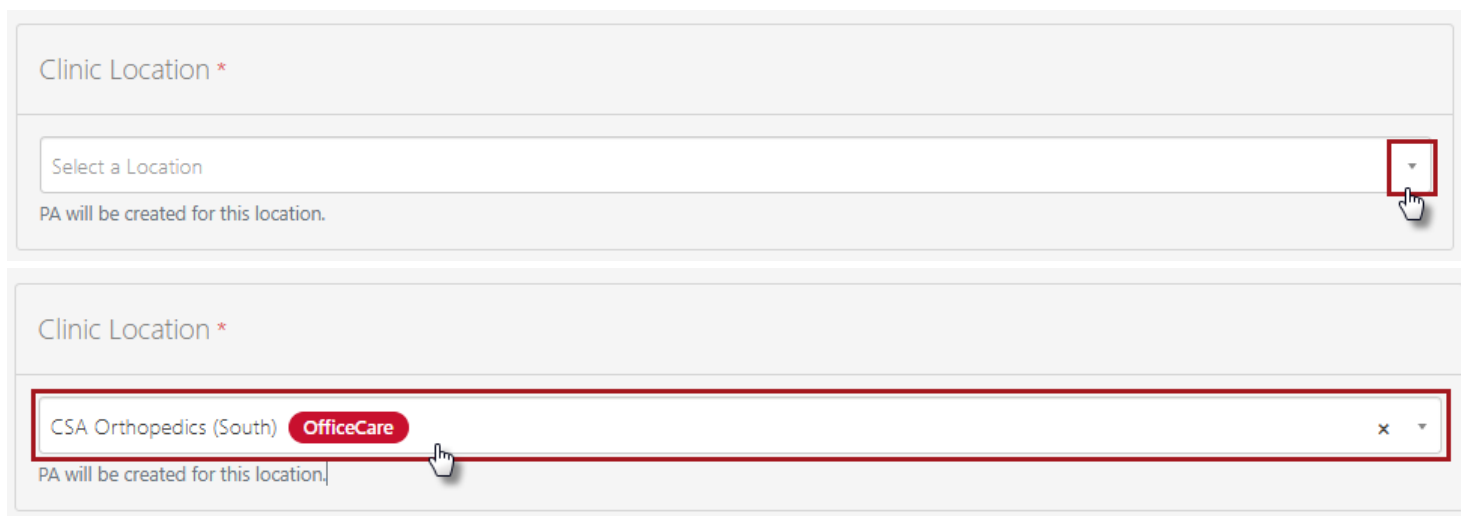
Disabling Default Clinic Location (Continued)

Disabling Default Clinic Location will mandate a Clinic be selected from dropdown menu when creating a New Patient Agreement

On New Patient Agreement page, the Clinic Location will now be blank, click drop down and select Clinic Location the Patient Agreement will be created under

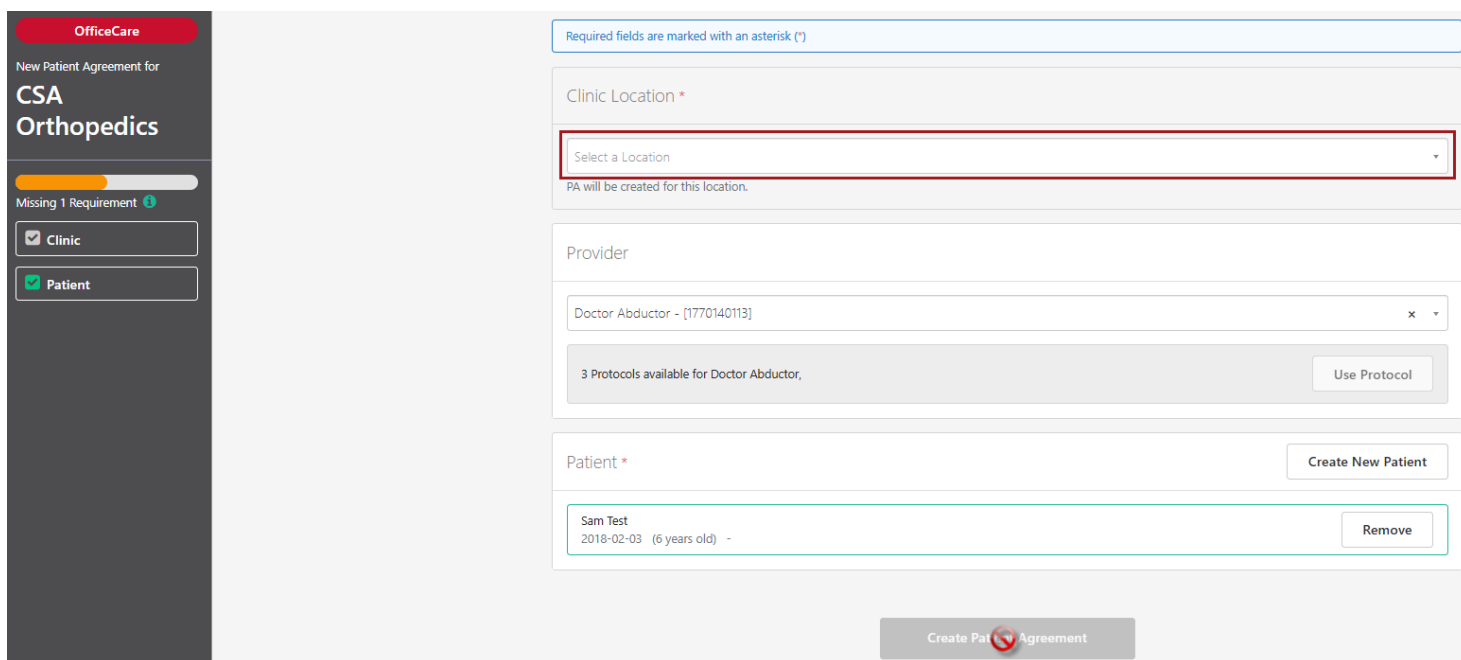The Create Patient Agreement button cannot be clicked until a Clinic Location is selected