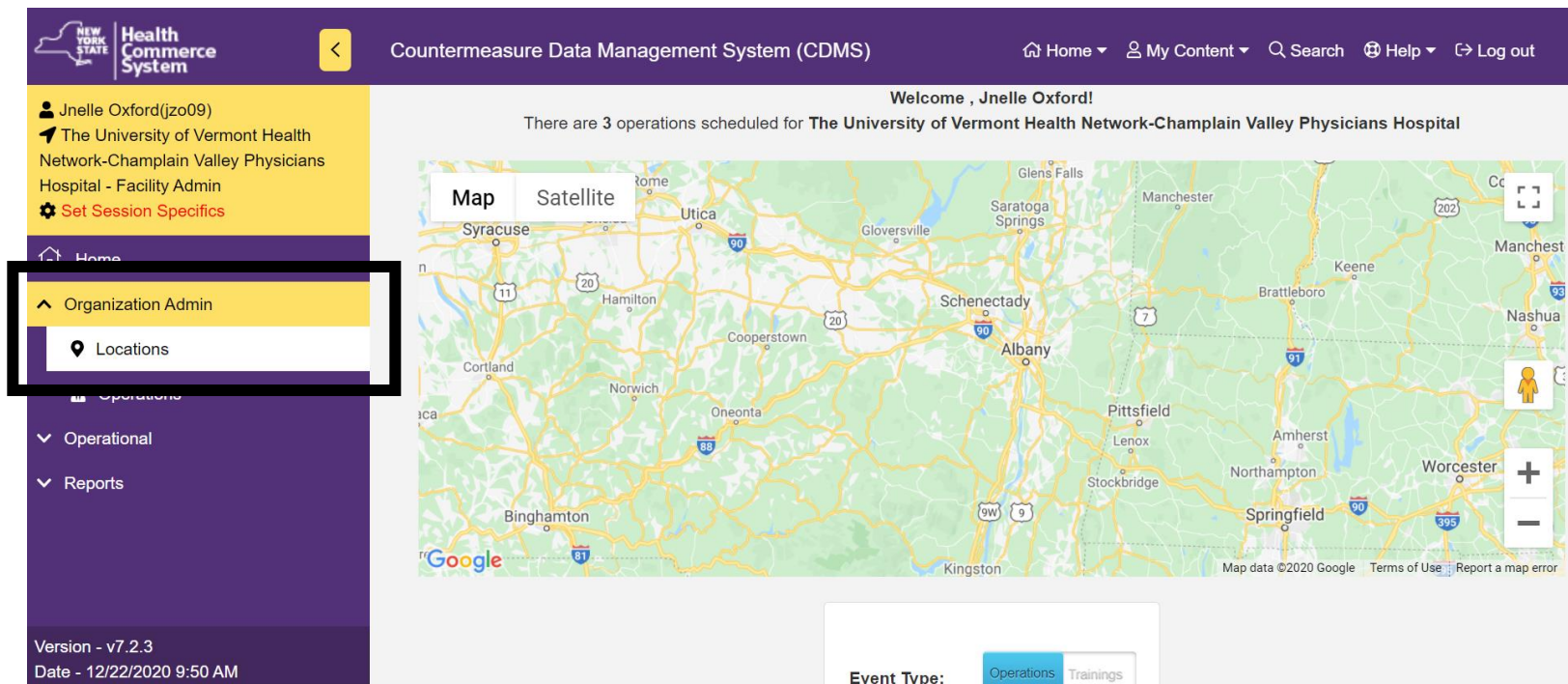


## Add a New Location and Changing a Location in an Established Operation

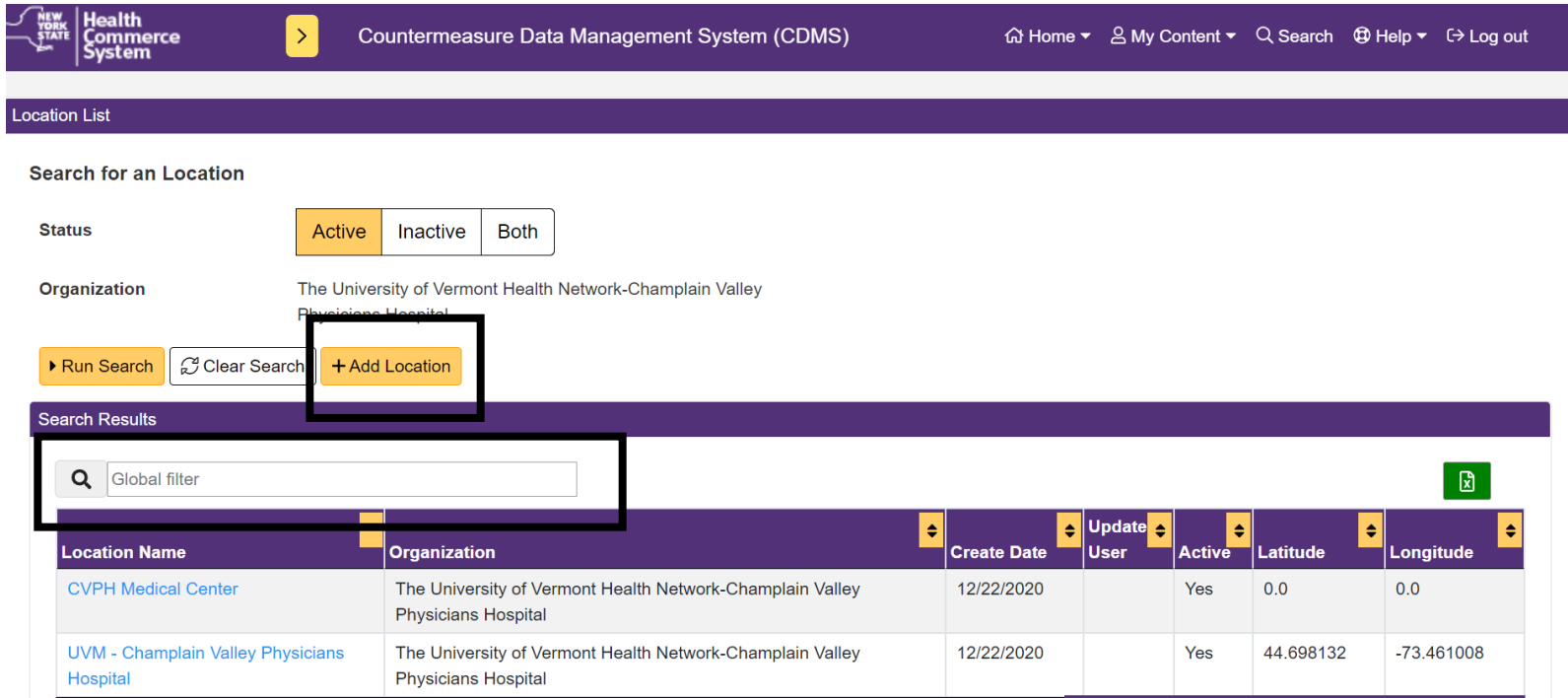
Follow these steps for adding a new vaccination location as well as changing a location in an already established operation. Note, locations should be where you will be vaccinating individuals.

### Instructions for Adding a location and changing a location in an already established operation:

1. To add a new location in CDMS you will click 'Organization Admin' from the left-hand menu and then select 'Locations'



- Spot check the list of already added locations, or use the global filter, to ensure your location address has not yet been added. Click +Add Location



The screenshot shows the CDMS interface with the following elements:

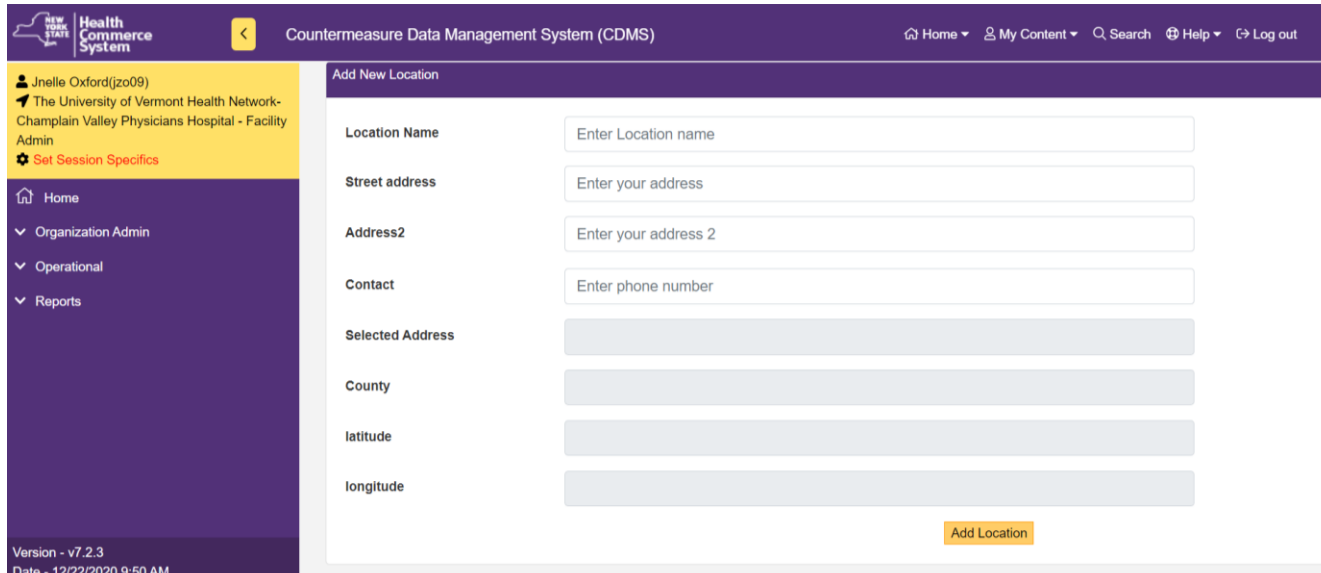
- Header:** New York State Health Commerce System logo, navigation menu (Home, My Content, Search, Help, Log out), and the title "Countermeasure Data Management System (CDMS)".
- Section:** "Location List"
- Search for an Location:**
  - Status filters: Active, Inactive, Both
  - Organization: The University of Vermont Health Network-Champlain Valley Physicians Hospital
  - Buttons: Run Search, Clear Search, + Add Location
- Search Results:**
  - Global filter input field (highlighted with a red box)
  - Table with columns: Location Name, Organization, Create Date, Update User, Active, Latitude, Longitude

Location Name	Organization	Create Date	Update User	Active	Latitude	Longitude
<a href="#">CVPH Medical Center</a>	The University of Vermont Health Network-Champlain Valley Physicians Hospital	12/22/2020		Yes	0.0	0.0
<a href="#">UVM - Champlain Valley Physicians Hospital</a>	The University of Vermont Health Network-Champlain Valley Physicians Hospital	12/22/2020		Yes	44.698132	-73.461008

- Fill in the information associated with the location: Location Name, Street Address and Contact Number **to the location** and click Add Location.

\*Note: When you are typing the street address, this will pull from google maps, click the address associated with what you are typing. This will fill in the grey boxes automatically.

# Countermeasure Data Management System (CDMS) Operation Management



NEW YORK STATE Health Commerce System Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

Jnelle Oxford(jzo09)  
The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin  
Set Session Specifics

Home  
Organization Admin  
Operational  
Reports

Version - v7.2.3  
Date - 12/22/2020 9:50 AM

### Add New Location

Location Name:

Street address:

Address2:

Contact:

Selected Address:

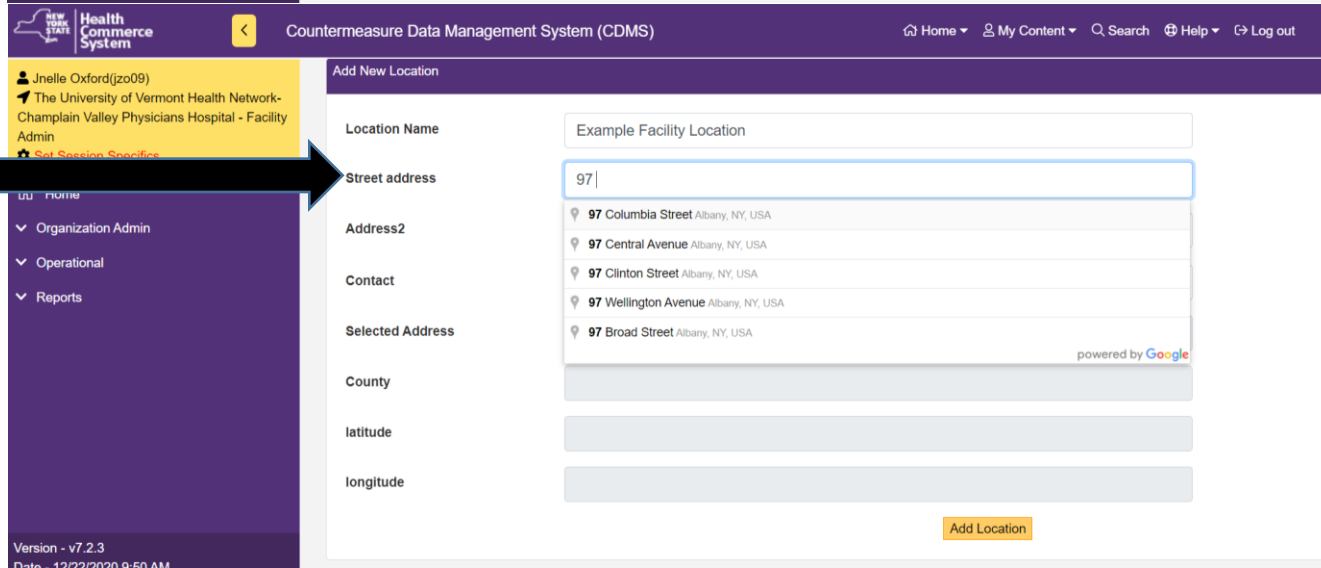
County:

latitude:

longitude:

Add Location

\*As you see in this screen capture you see addresses pulling from google, CLICK the address associated with the location where you are vaccinating.



NEW YORK STATE Health Commerce System Countermeasure Data Management System (CDMS)

Home My Content Search Help Log out

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Home  
Organization Admin  
Operational  
Reports

Version - v7.2.3  
Date - 12/22/2020 9:50 AM

### Add New Location

Location Name:

Street address:

Address2:

Contact:

Selected Address:

County:

latitude:

longitude:

97 Columbia Street Albany, NY, USA  
97 Central Avenue Albany, NY, USA  
97 Clinton Street Albany, NY, USA  
97 Wellington Avenue Albany, NY, USA  
97 Broad Street Albany, NY, USA

powered by Google

Add Location

The screenshot shows the 'Add New Location' form in the CDMS. The form is titled 'Add New Location' and is located in the 'Countermeasure Data Management System (CDMS)'. The form includes the following fields:

- Location Name: Example Facility Location
- Street address: 97 Columbia St, Albany, NY 12210, USA
- Address2: Enter your address 2
- Contact: 518-761-9990
- Selected Address: 97 Columbia Street, Albany, NY, USA
- County: Albany County
- latitude: 42.6528475
- longitude: -73.7528983

A yellow button labeled 'Add Location' is highlighted with a black box at the bottom right of the form.

Once the google address has been selected the grey boxes will **automatically** populate. Fill in the contact phone number (again this is the number to the location) and click add location.

- Next, if you want to assign this location to an already existing operation to update the location, you will go to 'Organization Admin' and click 'Operations'

**Manage Operations**

Search for an Operations

Operation Type: 3 selected

Data Type: Actual

Event name: 38 selected

Location name: 3 selected

Run Search Clear Search Add Operation

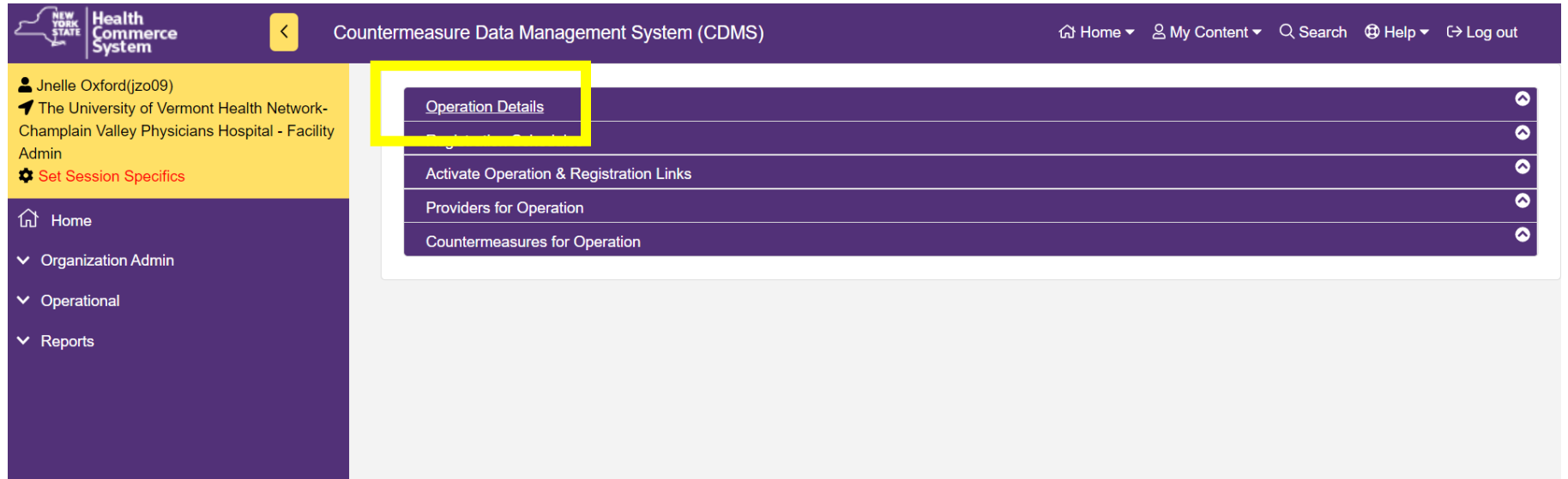
**Search Results**

Operation Name	Operatic ID	Location Name	Event name	Operati Type	Data Type
<a href="#">NYS DOH Hospital/FQHC Appointment Scheduling COVID-19 at CVPH Medical Center</a>	50500188	CVPH Medical Center	NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)	POD	Actual
<a href="#">UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clinic</a>	50500130	UVM - Champlain Valley Physicians Hospital	NYS DOH Hospital/FQHC Appointment Scheduling COV COVID-19 (12/20/2020 - 12/31/2020)	POD	Actual

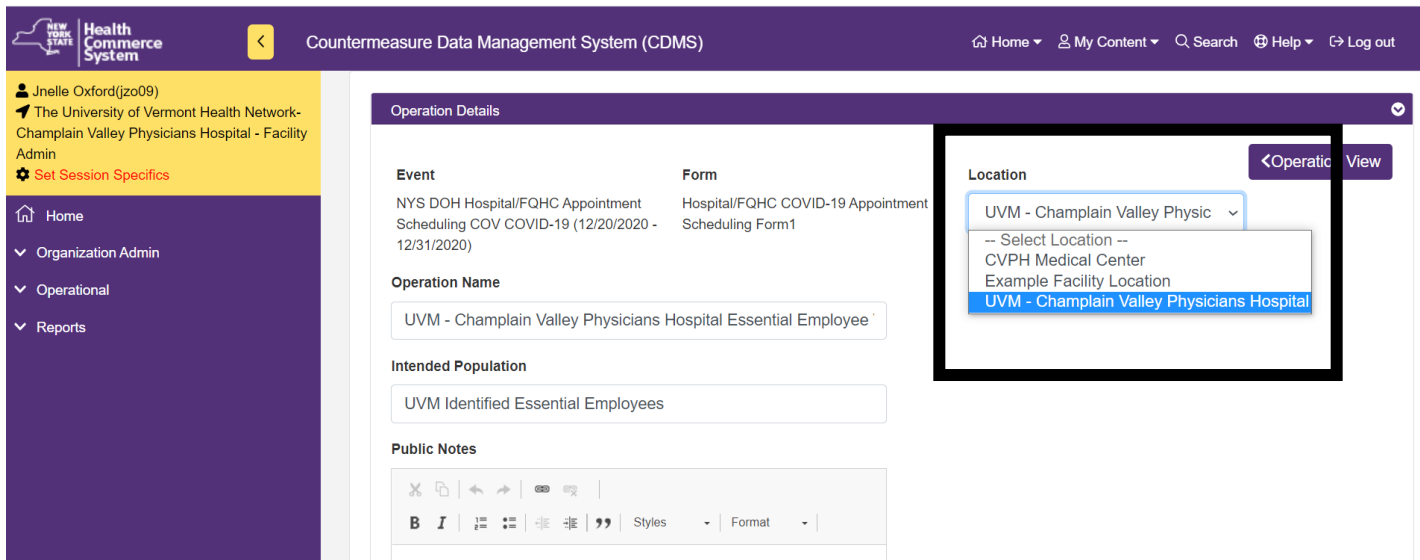
Records: 2

Records Per Page: 10

- Click the blue hyperlink associated with the operation you would like to update the location for and click 'Operation Details'



6. Click the dropdown titled 'Location' and select the name of the location you will be vaccinating at.



7. If your operation name included the name of your original location in its title, now change it to also reflect the new location and then click update operations to finalize the details you have changed.

The screenshot displays the CDMS Operation Management interface. The top navigation bar includes the Health Commerce System logo, a back arrow, the title 'Countermeasure Data Management System (CDMS)', and links for Home, My Content, Search, Help, and Log out. The left sidebar shows the user profile for Jnelle Oxford (jzo09) and navigation options: Home, Organization Admin, Operational, and Reports. The main content area is titled 'Operation view' and contains the following fields:

- Event:** NYS DOH Hospital/FQHC Appointment Scheduling GOV COVID-19 (12/20/2020 - 12/31/2020)
- Form:** Hospital/FQHC COVID-19 Appointment Scheduling Form1
- Location:** UVM - Champlain Valley Physicians Hosp (dropdown menu)
- Operation Name:** UVM - Champlain Valley Physicians Hospital Essential Employee Vaccination Clnr (highlighted with a red box)
- Intend of Population:** UVM Identified Essential Employees
- Public Notes:** A rich text editor containing the text: "This clinic is for UVM identified essential employees only. Please note at this time as vaccine is limited, only those who have been flagged for vaccination will be invited to register for clinic. Please wear a short sleeved shirt for ease of access to vaccination site."
- Information Contact Number:** 518-563-8342
- Fee / Donation:** 0
- Public Visibility:** Open (dropdown menu)

At the bottom of the form, there is a red 'Update Operation' button, which is also highlighted with a red box. The footer of the page shows 'Version - v7.2.3' and 'Date - 12/22/2020 9:50 AM'.