

#### 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'





2. 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 Health STATE Commerce System	Countermeasure Data Management System (CDMS)		份 Home	▪ ≗My Co	ontent 🔻	Q Search	🕲 Help 🔻	ር→ Log out
Location List								
Search for an Location								
Status	Active Inactive Both							
Organization	The University of Vermont Health Network-Champlain Valley							
▶ Run Search	h + Add Location							
Search Results								
Q Global filter								X
Location Name	Organization	÷	¢ Create Date	Update <mark></mark>	¢ Active	Latitude	¢ Longi	¢ tude
CVPH Medical Center	The University of Vermont Health Network-Champlain Valle Physicians Hospital	у	12/22/2020		Yes	0.0	0.0	
UVM - Champlain Valley Phys Hospital	icians The University of Vermont Health Network-Champlain Valle Physicians Hospital	У	12/22/2020		Yes	44.698132	-73.4	61008

3. Fill in the information associated with the location: Location Name, Street Address and Contact Number <u>to the</u> <u>location</u> 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.



System Commerce Co							
Jnelle Oxford(jzo09)	Add New Location						
The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Admin Set Session Specifics	Location Name	Enter Location name					
ப் Home	Street address	Enter your address					
✓ Organization Admin	Address2	Enter your address 2					
' Operational	Contact	Enter phone number					
' Reports	Contact	Enter phone number					
	Selected Address						
	County						
	letterde.						
	latitude						
	longitude						
			Add L	ocation			
ersion - v7.2.3 ate - 12/22/2020 9:50 AM			Add L	ocation			
arsion - v7.2.3 ate - 12/22/2020 9:50 AM	untermeasure Data Manageme	ent System (CDMS)	Add L 슈 Home <del>v</del>	Location 온 My Content <del>-</del>	Q Search	🕀 Help 🔻	C→ Log o
arsion - v7.2.3 ate - 12/22/2020 9:50 AM	untermeasure Data Manageme	ent System (CDMS)	Add L ଜ Home <del>-</del>	.ocation 온 My Content ◄	Q Search	⊕ Help <del>▼</del>	C→ Log (
Alle - 12/22/2020 9:50 AM	untermeasure Data Manageme Add New Location Location Name	ent System (CDMS) Example Facility Location	Add L ନ୍ୟ Home 🕶	≗ My Content ◄	Q Search	⊕ Help <del>-</del>	€ <del>)</del> Log
Arsion - v7.2.3 ato - 12/22/2020 9:50 AM Health System Co Joelle Oxford(jzo09) The University of Vermont Health Network- shamplain Valley Physicians Hospital - Facility dmin Set Species Specifice	untermeasure Data Manageme Add New Location Location Name Street address	ent System (CDMS) Example Facility Location 97	Add L	≗ My Content ▼	Q Search	⊕ Help <del>-</del>	(→ Log ı
Arsion - v7.2.3 ate - 12/22/2020 9:50 AM	untermeasure Data Manageme Add New Location Location Name Street address Address2	ent System (CDMS) Example Facility Location 97 97 97 97 Columbia Street Albany, NY, USA	Add L ଯ Home 🕶	은 My Content +	Q Search	⊕ Help ▼	€→ Log i
arsion - v7.2.3 ate - 12/22/2020 9:50 AM Junelle Oxford(jzo09) The University of Vermont Health Network- thamplain Valley Physicians Hospital - Facility dmin Set Session Specifice Organization Admin Operational	untermeasure Data Manageme Add New Location Location Name Street address Address2	ent System (CDMS) Example Facility Location 97 97 97 Columbia Street Albany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Central Avenue Albany, NY, USA	Add L ନ୍ୟ Home 🕶	은 My Content +	Q Search	⊕ Help ▼	€→ Log d
Arsion - v7.2.3 ate - 12/22/2020 9:50 AM Juelle Oxford(jzc09) The University of Vermont Health Network- Complete Control (Juence) The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Varian Soft Speesion Specifice V Operational V Reports	Add New Location Add New Location Location Name Street address Address2 Contact	ent System (CDMS) Example Facility Location 97 97 97 Columbia Street Abany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Clinton Street Albany, NY, USA 9 97 Clinton Street Albany, NY, USA 9 97 Wellington Avenue Albany, NY, USA	Add L	≗ My Content ▼	Q Search	Help •	(→ Log a
arsion - v7.2.3 ate - 12/22/2020 9:50 AM System C Co Junel Cxford(jzo0) The University of Vermont Health Network- champlain Valley Physicians Hospital - Facility dmin Corganization Admin Operational Reports	Add New Location Add New Location Location Name Street address Address2 Contact Selected Address	ent System (CDMS) Example Facility Location 97  97 97 97 97 97 Columbia Street Albany, NY, USA 97 97 Central Avenue Albany, NY, USA 97 97 Cellington Avenue Albany, NY, USA 9 97 Wellington Avenue Albany, NY, USA 9 97 Broad Street Albany, NY, USA	Add L	eccation 온 My Content >	Q Search	€ Help ▼	(→ Log c
arsion - v7.2.3 ate - 12/22/2020 9:50 AM Julie Oxford(jzc09) The University of Vermont Health Network- thamplain Valley Physicians Hospital - Facility dmin Set Session Spacifics	Add New Location Location Name Street address Address2 Contact Selected Address	ent System (CDMS) Example Facility Location 97 97 97 Columbia Street Albany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Clinton Street Albany, NY, USA 9 97 Wellington Avenue Albany, NY, USA 9 97 Broad Street Albany, NY, USA	Add L බ Home 🕶	≗ My Content ►	Q Search	⊕ Help ▼	(→ Log (
Arsion - v7.2.3 ate - 12/22/2020 9:50 AM <b>Just Education</b> <b>Just Education</b> <b>The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Variant Stat Societor Specifice Vorganization Admin Operational Reports</b>	untermeasure Data Manageme Add New Location Location Name Street address Address2 Contact Selected Address County	ent System (CDMS) Example Facility Location 97 97 97 Columbia Street Albany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Clinton Street Albany, NY, USA 9 97 Wellington Avenue Albany, NY, USA 9 97 Broad Street Albany, NY, USA	Add L	≗ My Content ►	Q Search	⊕ Help ▼	G→ Log o
arsion - v7.2.3 ate - 12/22/2020 9:50 AM System C Co Juelle Oxford(j2009) The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Vorian Constraints Constra	Add New Location Add New Location Location Name Street address Address2 Contact Selected Address County latitude	ent System (CDMS) Example Facility Location 97  97 97 97 Columbia Street Albany, NY, USA 97 97 Central Avenue Albany, NY, USA 97 97 Cilinton Street Albany, NY, USA 97 97 Wellington Avenue Albany, NY, USA 997 Broad Street Albany, NY, USA	Add L	≗ My Content ►	Q Search	€ Help ▼	(→ Log d
ersion - v7.2.3 ate - 12/22/2020 9:50 AM System C Co Jnelle Oxford(jzo09) The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility dmin Corganization Admin Operational Reports	untermeasure Data Manageme Add New Location Location Name Street address Address2 Contact Selected Address County latitude longitude	ent System (CDMS) Example Facility Location 97 97 97 Columbia Street Albany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Central Avenue Albany, NY, USA 9 97 Wellington Avenue Albany, NY, USA 9 97 Broad Street Albany, NY, USA	Add L	Location ≗ My Content ► Pi	Q Search	⊕ Help ▼	(→ Log d
arsion - v7.2.3 ate - 12/22/2020 9:50 AM System C Co Justice Oxford(jzo0) The University of Vermont Health Network- hamplain Valley Physicians Hospital - Facility dmin Set Session Specifice Organization Admin Operational Reports	untermeasure Data Manageme Add New Location Location Name Street address Address2 Contact Selected Address County latitude longitude	ent System (CDMS) Example Facility Location 97  97  97  97  97  97  97  97  97  97	Add L	Location	Q Search	⊕ Help ▼	(> Log q

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



Cou	Intermeasure Data Management Syst	em (CDMS) ଜ	과 Home 👻 음 My Content 👻 C	ર Search 🤀 Help 👻 િ Log out
Jnelle Oxford(jzo09)	Add New Location			
<ul> <li>The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Admin</li> <li>Set Session Specifics</li> </ul>	Location Name	Example Facility Location		
ப் Home	Street address	97 Columbia St, Albany, NY 12210, USA		
✓ Organization Admin	L	eading and/or Trailing spaces where found and have been	removed.	
✓ Operational	Address2	Enter your address 2		
✓ Reports	Contact	518-761-9990		
	Selected Address	97 Columbia Street, Albany, NY, USA		
	County	Albany County		
	latitude	42.6528475		
	longitude	-73.7528983		
Version - v7.2.3 Date - 12/22/2020 9:50 AM			Add Location	

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

4. 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'



Count	termeasure Data Ma	anagement System (CDMS	)		යි Home ▼	吕 My Content ◄	Q Search	Help ▼ 〔→ I	Log out
La Jnelle Oxford(jzo09)	Manage Operations								
The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Admin	Search for an Operations								
Set Session Specifics	Operation Type	3 selected	-	Even	t name	38 selected		-	
A Home	Data Type	Actual	•	Loca	tion name	3 selected		-	
Organization Admin									
♥ Locations	► Run Search	Clear Search + Add Opera	tion						
A Operations									
✓ Operational	Search Results								
✓ Reports	<b>Q</b> Global filter								X
	Operation Name	-	Operatic <mark></mark> ID	Location Name	Event name		4	Operati 🖨 Type	Data <mark>≑</mark> Type
	NYS DOH Hospita Scheduling COVIE	l/FQHC Appointment 0-19 at CVPH Medical Center	50500188	CVPH Medical Center	NYS DOH Hos COV COVID-1	pital/FQHC Appointn 9 (12/20/2020 - 12/3	nent Scheduling 1/2020)	POD	Actual
Vertice of 0.0	UVM - Champlain Essential Employe	Valley Physicians Hospital ee Vaccination Clinic	50500130	UVM - Champlain Valley Physicians Hospital	NYS DOH Hos COV COVID-1	pital/FQHC Appointr 9 (12/20/2020 - 12/3	nent Scheduling 1/2020)	POD	Actual
Version - v7.2.3	arations"); ecords : 2		K 🚹 🕨	4	·		Recor	ds Per Page	10 🗸
javaschproperations( menuorganizationAdmin, menuope	erations j, scords . 2								

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



Health Commerce C C	Countermeasure Data Management System (CDMS)	ନ୍ତୀ Home ▾ ଥି My Content ▾ ଼ି Search @ Help ▾ 다ੇ Log out
<ul> <li>Jnelle Oxford(jzo09)</li> <li>The University of Vermont Health Network- Champlain Valley Physicians Hospital - Facility Admin</li> <li>Set Session Specifics</li> </ul>	Operation Details	Image: Constraint of the second sec
<ul><li>☆ Home</li><li>✓ Organization Admin</li></ul>	Providers for Operation Countermeasures for Operation	© ©
<ul> <li>✓ Operational</li> <li>✓ Reports</li> </ul>		

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.

Countermeasu	ure Data Management System (CDMS)		값 Home ▾ 음 My Content ▾ Q Sear	ch ❹ Help - C→ Log out
▲ Jnelle Oxford(jzo09) ✓ The University of Vermont Health Network-Champlain Valley Physicians Hospital - Facility Admin ♦ Set Section Section:	Event NYS DOH Hospital/FQHC Appointment Sc COV COVID-19 (12/20/2020 - 12/31/2020)	heduling Hospital/FQHC COVID-19 Appointment Scheduling Form1	Location UVM - Champlain Valley Physicians Hosp	~
The Home	Operation Name			
<ul> <li>Organization Admin</li> </ul>	UVM - Champlain Valley Physicians	Hospital Essential Employee Vaccination Clir		
✓ Operational	hiterated 7 op alation			
✓ Reports	UVM Identified Essential Employees	3		
	Public Notes			
	※ □   ◆ →   ● ○ ○   B I   := :=   非 非   ジ   Style	s - Format - I		
	This clinic is for UVM identified essential er limited, only those who have been flagged to Please wear a short sleeved shirt for ease of	mployees only. Please note at this time as vaccine is for vaccination will be invited to register for clinic. of access to vaccination site.		
	Information Contact Number	Fee / Donation	Public Visibility	
	518-563-8342	0	Open	~
Version - v7.2.3 Date - 12/22/2020 9:50 AM	Update Operation			