

## Adding and Updating Your Location List

Step 1: Please request an export of your organization's locations from the AQORD Peer Administrator (Linda Durbin, [ldurbin@aqord.org](mailto:ldurbin@aqord.org))

Step 2: Fill out the spreadsheet with your new locations

Incident=>Organization	Incident=>General Location	Incident=>Event Location	Incident=>Location
FSA	1st Floor	Participant Area	Activity Area
FSA	1st Floor	Participant Area	Small Dining Room
FSA	1st Floor	Participant Area	Large Dining Room
FSA	1st Floor	Participant Area	Kitchen
FSA	1st Floor	Participant Area	Art Room
FSA	1st Floor	Participant Area	Parlor
FSA	1st Floor	Participant Area	Hallway
FSA	1st Floor	Participant Area	Quiet Room
FSA	1st Floor	Participant Area	Nurse's Office
FSA	1st Floor	Administrative Area	Office
FSA	1st Floor	Administrative Area	Reception Area
FSA	1st Floor	Administrative Area	Therapy Room/Conf Room
FSA	1st Floor	Administrative Area	Salon
FSA	1st Floor	Lobby	As Indicated Above
Please enter new locations below this line.			

Notes about new locations:

\*All the naming conventions should remain the same. For example, if there are already General Locations named "1<sup>st</sup> Floor", continue with this name. Do not name the new location "First Floor"

\*Make sure that each new location does not already exist in the list – no duplicates

\*Please do not make any edits to the headers or locations above the yellow line – any changes made above the yellow line will not be updated. (if you need additional edits, please request those separately)

Step 3: Double check your locations. Spell check. Everything will be imported exactly as it appears on the spreadsheet.

Step 4: Send updated excel sheet to Linda Durbin at [ldurbin@aqord.org](mailto:ldurbin@aqord.org)