Adding a Patient List - Location

- Click the **wrench icon (1)**.
- Click **New (2)**.
- Select **Location** from the patient list type and click **Next (3)**.
- Click the **plus sign (4)** to open Locations.
- Select the **location(s) (5)** you want to open.
- Enter a **name (6)** for your list.
- Click **Finish (7)**.
- Click to select your desired location in the **Available lists (8)** section.
- Click the **right arrow (9)** to add the location(s) to the **Active lists (10)** section.
- Click **OK (11)**.