Second Opinion Enterprise – New Sites

Create a New Site

Log into the Enterprise site with a User account that has Administrator privileges and click *Manage*. The Manage section of the portal is used to create and manage Sites, Users and Templates.

Add, Sites, Users, Templates

In the Sites section, navigate to the top level site that the new Site will be created in. In this example we are selecting New Brunswick as the top level site. New Brunswick already has a Sub Site, High Risk Foot Clinic. With the *Site* icon selected, click the *Add* button, the new Site form will launch.

New Site Form

Start filling in the fields. For the most part, fields are self-explanatory. To help the user fill out the form, information tips appear next to the selected field. When finished, click the *Save Changes* button.

Zimbra Account Settings

The Zimbra Account Settings section will only be filled in if the Site is using the ZImbra Enterprise Messaging add-in. This section represents the Site's settings to connect to the Zimbra server.

Zoom Account Settings

The Zoom Account Settings section will only be filled in if the new Site being defined has its own Zoom account to use for web conferencing. If the new Site will use the Zoom credentials of its parent Site or the credentials from the Service, choose *Yes* in the *Use globally defined Zoom Account Settings* section. If the Site will not use Zoom at all, choose *No* and leave the rest of the entries in the section blank.

Users associate with this site

The Users associated with this site section gives the Administrator an interface to easily add existing Users of the Enterprise, access to this new Site. Clicking the *Check-On Parent Site Users* button, automatically selects all of the Users associated with the parent Site.

Once the form is saved, the new Site is created and opened. To create additional Users for this Site, select the *Users* icon and click the *Add* button. For detail instructions on creating a new User, go to the SOE-Managing-Users document.

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For More Information or Technical Support Give Us a Call

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