


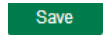
How to Add a Location (Venue) In LaDIS

This Quick Reference Guide (QRG) describes how to add a Location (Venue).


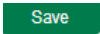
Introduction

Locations are available when Scheduling a Course in LaDIS, to state where the Course is being held. You can also edit a Location. LaDIS allows a user with the appropriate permissions to add a New Venue/Location - you must have full administration access (ie Administrator Permission Level with 'All Access')

To Add a New Venue/Location

1. From the Home Page Go to the **Settings** Tab.
 2. Go to **Curriculum Settings** then click on **Locations**.
 3. Select 
 4. Enter **Name**:
If it's a Departmental Location, use the following format – Town, Details, District eg. Ballarat, Wendouree Call Centre, Midlands. Note: Most Departmental Locations should already exist in LaDIS.
If it's a non-Departmental Location (ie external venue) use the following format – Town or Locality, Venue Name eg. Ballarat, Bell Tower Inn.
 5. Enter **Region**: Select the appropriate Region eg. Grampians
 6. Enter **Address Location**: Enter the Suburb or Town, not the Street Address eg. Ballarat
 7. Enter **Post Code**: eg. 3350
 8. Enter **State**: Victoria.
 9. Enter **Unit Details**: (if applicable).
 10. Enter **Street Number**: eg. 5
 11. Enter **Street Name** eg. Smith Street.
 12. Click on 
- Your Location is now available for selection when Scheduling a Course.

To Edit a Location

1. From the Home Page Go to the **Settings** Tab.
 2. Go to **Curriculum Settings** then click on **Locations**.
 3. Find the Location you wish to edit and click on the 'edit' icon 
- Make the required changes and click on 



Trouble Adding a Location (Venue)?

If you are having trouble adding or editing a Location, contact your Regional Training Coordinator (RTC) or if you are a RTC, contact the Workforce Development Unit by going to the following website and raise a support ticket: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33>