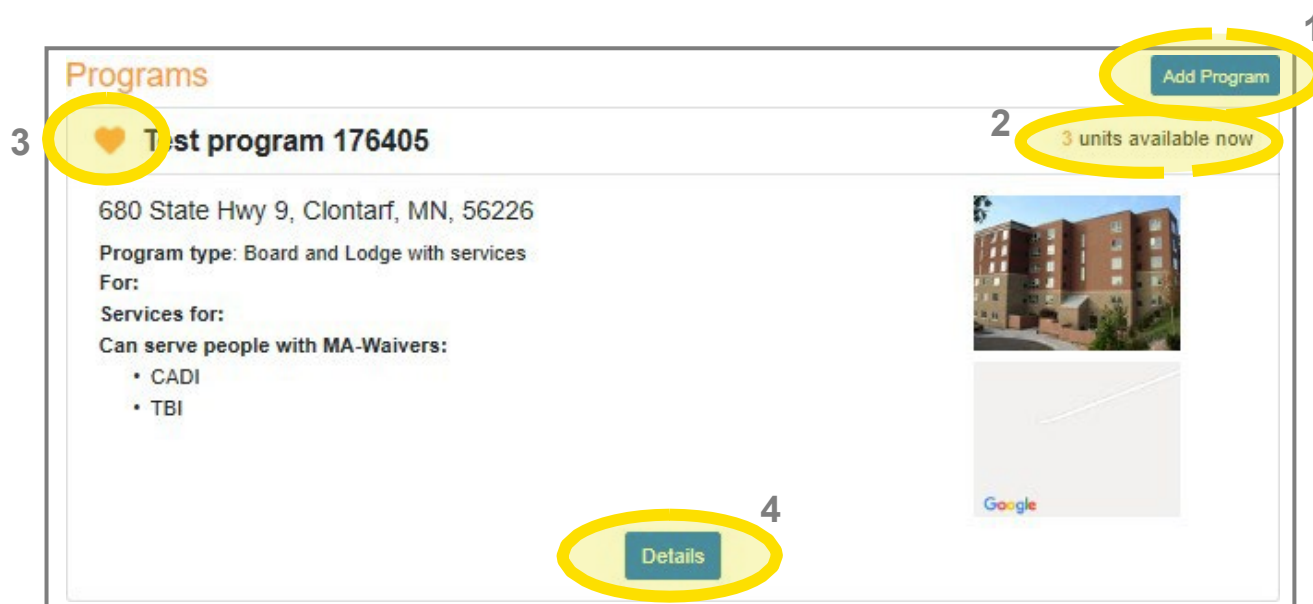


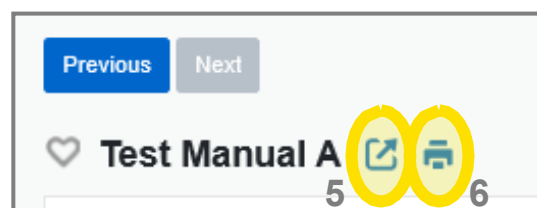
## Adding a Program

The diagram below details steps to add a program from the Provider Dashboard.

1. Add Program button to the right of the Program header.
2. Number of Vacancies available in a Program.
3. The user can mark the Program as a Favorite.
4. Details button at the bottom of each listing expands the information on the Program.



The user has the option to open the Program details on a new page (5) or open on a printer-friendly page (6).



## Adding/Editing Program Details

Click the 'Add Program' button (right of 'Programs' header) on the Dashboard. A new window will open. Complete the information and 'Save'.

New Program

Summary

Cancel

Save

Program name:

Test Manual Program A

✓

Description:

Single Room w/ Services

✓

Website:

✓

Phone:

5075555555

✓

Email:

emailme@gmail.com

✓

Address lookup

75 Rev Dr Martin Luther King Junior Boulevard., Saint Paul, MN, USA

✓

Address 1:

75 Rev Dr Martin Luther King Junior Boulevard.

✓

Address 2:

✓

City:

Saint Paul

✓

State:

MN

✓

ZIP Code:

55101

✓

Primary Contact

Choose or create a contact

b574967@xxx.goop  
c189375@xxx.goop  
jeastman@eightfoldway.com  
nicholas@wid.org  
**schmo550@xxx.goop**

Email

schmo550@xxx.goop

Role

Primary Contact

First Name

Ogareixogh

Last Name

Ghespaw

Title

Phone

1-431-109-0817