Edit Your Region

If you have the appropriate permissions, you can edit the details of your region, including the regional contact information and other settings.

To edit the region

1. In the main menu, click **Setup** select **Regions**. The *Regions List* opens.
2. Locate the region you want to update and, on that row, click the **(region) name**. The *View Region: (region)* page opens.
3. Click **Edit**. The *Edit Region*: *(region)* page opens.
4. Enter or edit this information.

Field	Description
Name	Name for the region; this is the name users see in the appropriate parts of the EMResource application, such as in the title bar and in the list of available regions.
Select a time zone	Time zone for the region.
Regional Contact Details	Enter the Contact First Name, Contact Last Name, Organization Name, Contact Address, Contact Phone, Contact Fax, and Contact Email.
Frequency of User Info reminder E-mails	Frequency at which the system sends reminders to the region's users to update their profiles and setting information in EMResource.
Audio Alert Frequency	Number of seconds between audio alerts.
Enable Incoming Patient Notifications from EMTrack	Enable incoming patient notifications.
Allow users to Divert incoming patients	Allow people to divert incoming patients
Available Options	- Delegated User Management - Display Timezone - Last Update Years - Resource Validation - Voice Notifications

5. Click **Save**.