# 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<br>• Display Timezone<br>• Last Update Years<br>• Resource Validation<br>• Voice Notifications |

5. Click **Save**.