Manage Client Labels

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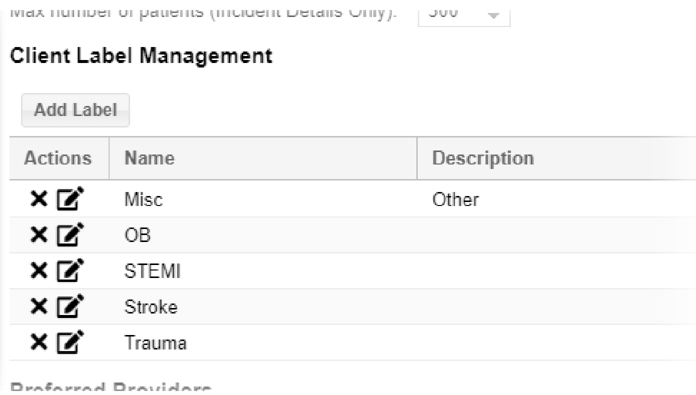
As Region Administrator, you can set up Client Labels that you can use to categorize patients. This can help you quickly locate a subset of patients.



Consider using them for:

- Special patient needs
- Emergency worker identification, such as fire department, EMS, nurse
- Bioterrorism agents

To manage labels

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Regional Settings**. The *Regional Settings* page opens.
3. To add a label, scroll down to the *Client Label Management* section and:
   a. Click **Add Label**. A new row opens in the table.
   b. Enter the label's **Name** and **Description**.
   c. Click **Update**. The table shows the new label.
4. To edit a label:
   a. Locate the label and click its edit icon. The row becomes editable.
   b. Change the label's **Name** and/or **Description**.
   c. Click **Update**.
5. To delete a label, locate it in the list and click its delete icon.
   Tip: Deleting permanently removes the label. You cannot undo this action.
6. Click **Save**.