

Step	Instruction	Screenshot
<b>Add new site</b>		
1.	<ul style="list-style-type: none"> <li>- Click on Dashboard, manage site/users.</li> </ul>	<p>The screenshot shows the dashboard with account details on the left and a monthly statistical overview on the right. The 'manage sites/users' button is highlighted with a red circle.</p>
2.	<ul style="list-style-type: none"> <li>- Select Manage site.</li> </ul>	<p>The screenshot shows the 'Manage sites &amp; users' page with the 'Manage Sites' tab selected and circled in red.</p>
3.	<ul style="list-style-type: none"> <li>- Type in the site name into the "Site Name" box.</li> </ul>	<p>The screenshot shows the 'Add new site' form with the 'Site Name' input field circled in red.</p>
4.	<ul style="list-style-type: none"> <li>- Click on +add site and the new site will be added to the system.</li> </ul>	<p>The screenshot shows the 'Add new site' form with the '+ add site' button circled in red.</p>
<b>Delete site</b>		
5.	<ul style="list-style-type: none"> <li>- Go to Dashboard / Manage sites and users.</li> <li>- Click on manage Sites.</li> <li>- Identify which site you would like to delete and click on the red cross.</li> <li>- A pop up will appear click on ok and the site will be deleted.</li> </ul>	<p>The screenshot shows the 'Manage Sites' page with a list of sites: Billingham, Norton, and Stockton. Red 'x' icons next to each site name are circled in red.</p>

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