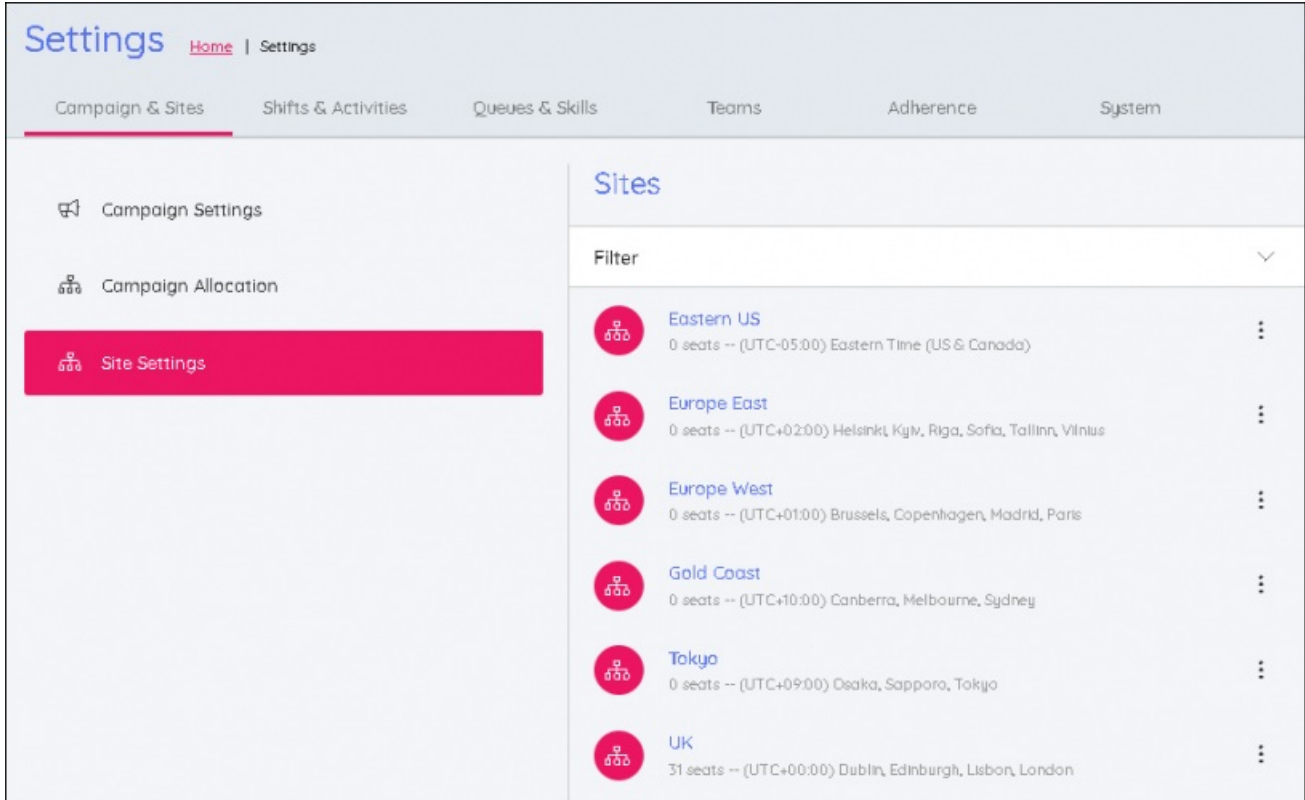


Creating or editing a site

To create a Site, you need to:

1. Click the **Settings** cog in the top right, then **Campaign & Sites** in sub menu followed by **Site Settings** in the left hand menu.



2. Click the + at the bottom of the screen to open the edit panel.
3. Enter:
 - Site Name
 - Site Time Zone
 - Total Seats at the site
4. Enter the site's daily Opening Hours. Any days the site is open 24 hours or closed should be selected.

Puzzel_admin ✕

Site Name *
puzzel_admin

Time Zone *
(UTC+13:00) Samoa

Shifts *
200

Is Active ⓘ

Set Min Time Between Shifts ⓘ

Min Time Between Shifts *
24:00

Set Consecutive Working Days ⓘ

Min Consecutive Working Days *	Max Consecutive Working Days *
1	1

Set Consecutive Days Off ⓘ

Min Consecutive Days Off *	Max Consecutive Days Off *
1	1

[Opening Hours](#)

Changes have been made Create

5. When all changes have been made then click **Create** to see the new site added to the list.