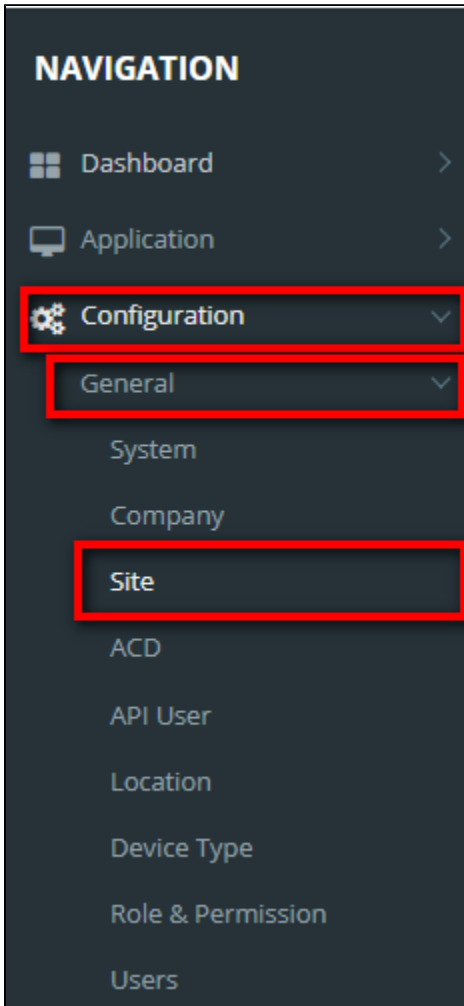


# How to manage Site at General Configuration

## Step-by-step guide

- Go to Linkscope Web application and if you're not already signed in, select **Sign in**.
- From the Linkscope Web application, you click to **Configuration ? General ? Site** at the menu.



## ADD NEW A SITE



1. Click **Add Site** button, the **Add** popup is displayed.
2. At the **Add** popup, enter your **Site Name**, **Site Location** and select **Company Name** into the textbox. Then click the **Update** button.

Add

Site Name
Primas
\*

Site Location
LS
\*

Company Name
Primas
\*

Update

Cancel


If the system shows this message, you created successfully a site.



## EDIT A SITE

- At **Site List** table, select any row you want to edit the site name.

Site ID	Site Name	Site Location	Company Name	Date Updated
11	Primas	LS	Primas	08/19/2019 14:12:18 PM

- Click  button on that row. The **Edit** popup is displayed.
- At **Edit** popup, modify your new **Site Name**, **Site Location** and select **Company Name**. Then click the **Update** button.

Edit

Site ID
11

Site Name
PrimasEdit
\*

Site Location
LSEdit
\*

Company Name
PrimassEdit1
\*

Update

Cancel

If the system shows this message, you edited successfully a site.




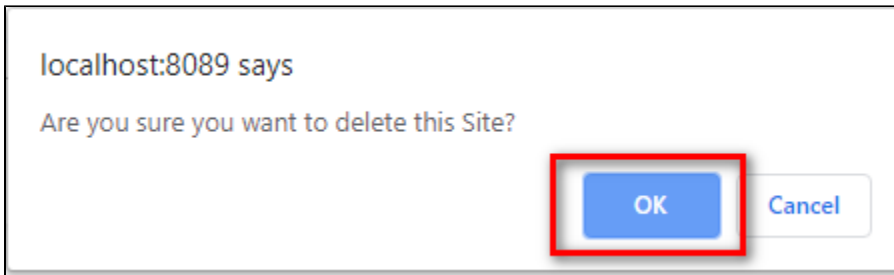
## DELETE A SITE

1. At **Site List** table, select any row you want to delete the site name.

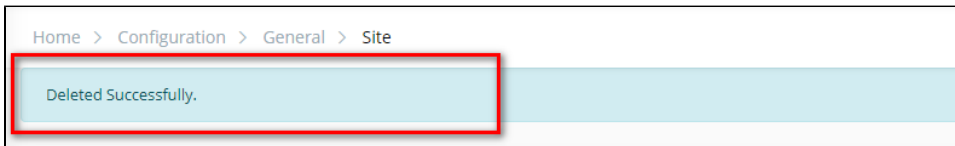
Site ID	Site Name	Site Location	Company Name	Date Updated
11	Primas	LS	Primas	08/19/2019 14:12:18 PM

6 - 6 of 6 items

2. Click  button on that row.
3. There're alert displays after you click to this button. Select **OK**.



If the system shows this message, you deleted successfully a site.



## SEARCH A SITE

On the **Site List** table. You can search for a Site by searching the **Site Name** or **Site Location** or **Company Name** field.

1. Search by the **Site Name** field:

Site ID	Site Name	Site Location	Company Name	Date Updated
1	LS	LS	Primas	05/20/2019 16:28:59 PM

1 - 1 of 1 items

2. Search by the **Site Location** field:

Site ID	Site Name	Site Location	Company Name	Date Updated
1	LS	LS	Primas	05/20/2019 16:28:59 PM

1 - 1 of 1 items

3. Search by the **Company Name** field:

Site ID	Site Name	Site Location	Company Name	Date Updated
	<input type="text"/>	<input type="text"/>	<input type="text" value="Primas"/>	
1	LS	LS	Primas	05/20/2019 16:28:59 PM
<div> <div>1</div> <div>20 items per page</div> </div>				1 - 1 of 1 items



**Note:**

For better searching, you can fill all 3 gives field: Site Name, Site Location, Company Name.

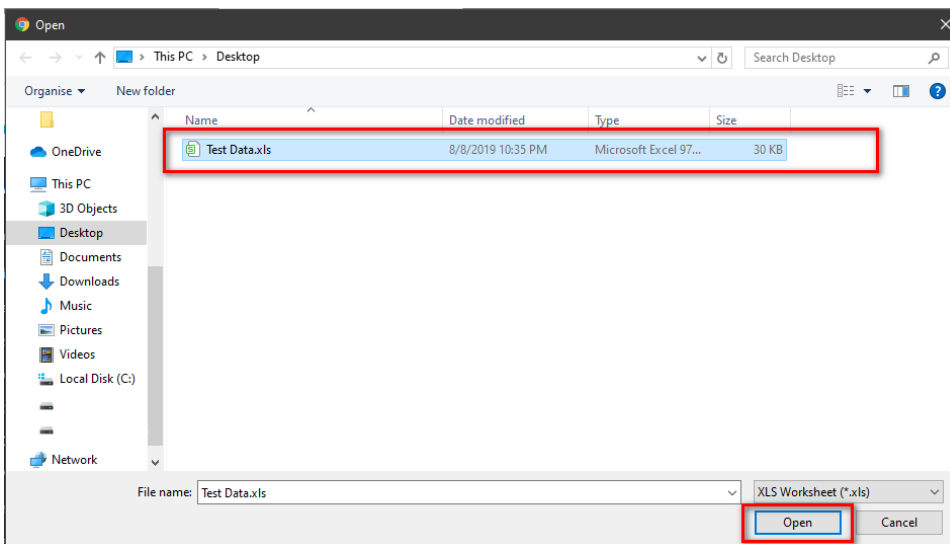
## IMPORT FROM/ EXPORT TO AN EXCEL FILE

- **To import data from excel file:**

1. At select file (.xls) label, click **Select files** button.

Select file (.xls)

2. Select an excel file that you want to import and click **Open** button.

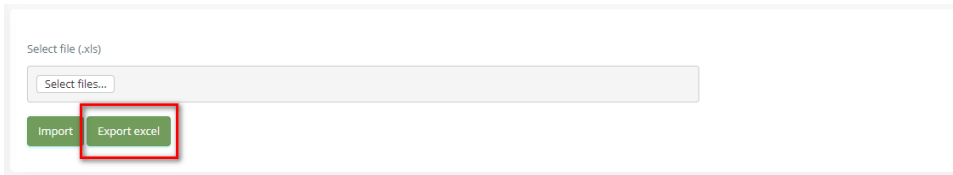


3. Click the **Import** button.

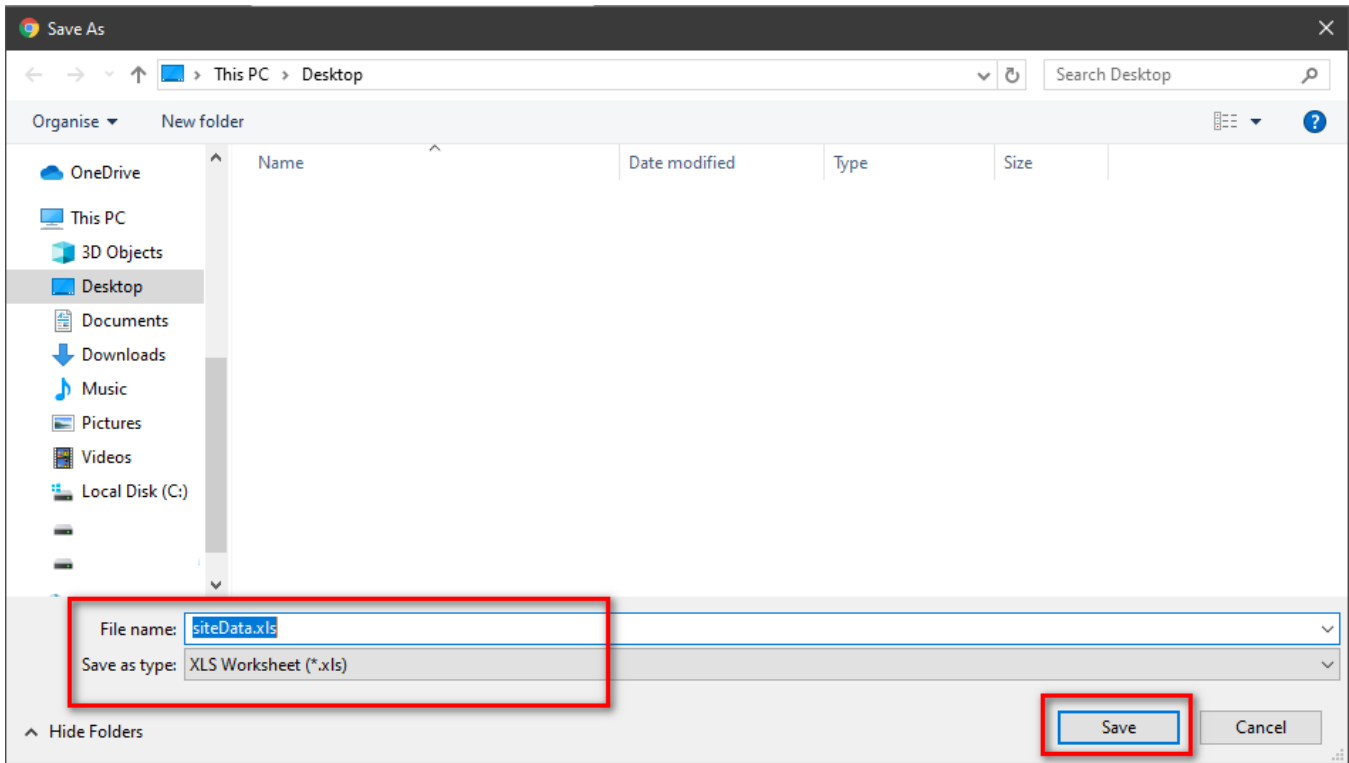
Select file (.xls)

- **To export data from excel file:**

1. On the page below, click the **Export Excel** button.



2. Check the **File Name** (default page name), **Save as type (\*XLS file)**. Then click **Save** button.



## Related articles

- [Guideline How To Use The Agent Dashboard](#)
- [How to manage API User at General Configuration](#)
- [How to manage Postcall Survey Configuration](#)
- [How to manage User Setting at Screen Pop Configuration](#)
- [How to manage FQ Config at FreedomQ Configuration](#)