
Note: The main site, which is generally the local site, L0, is controlled by the SMDR Service Manager. Because of this, all remote sites will start at L1.

Locations must be created first in **Remote Site Service Manager** before being created in IP Collector. This is to ensure the data folders match up with the correct locations.
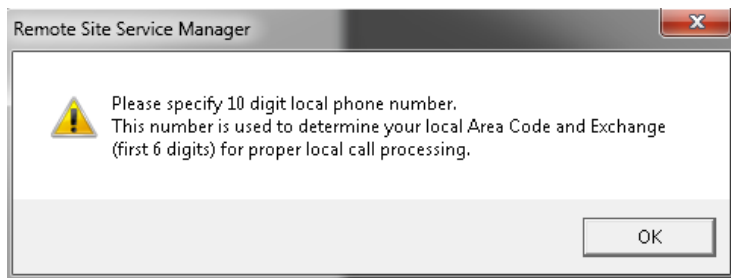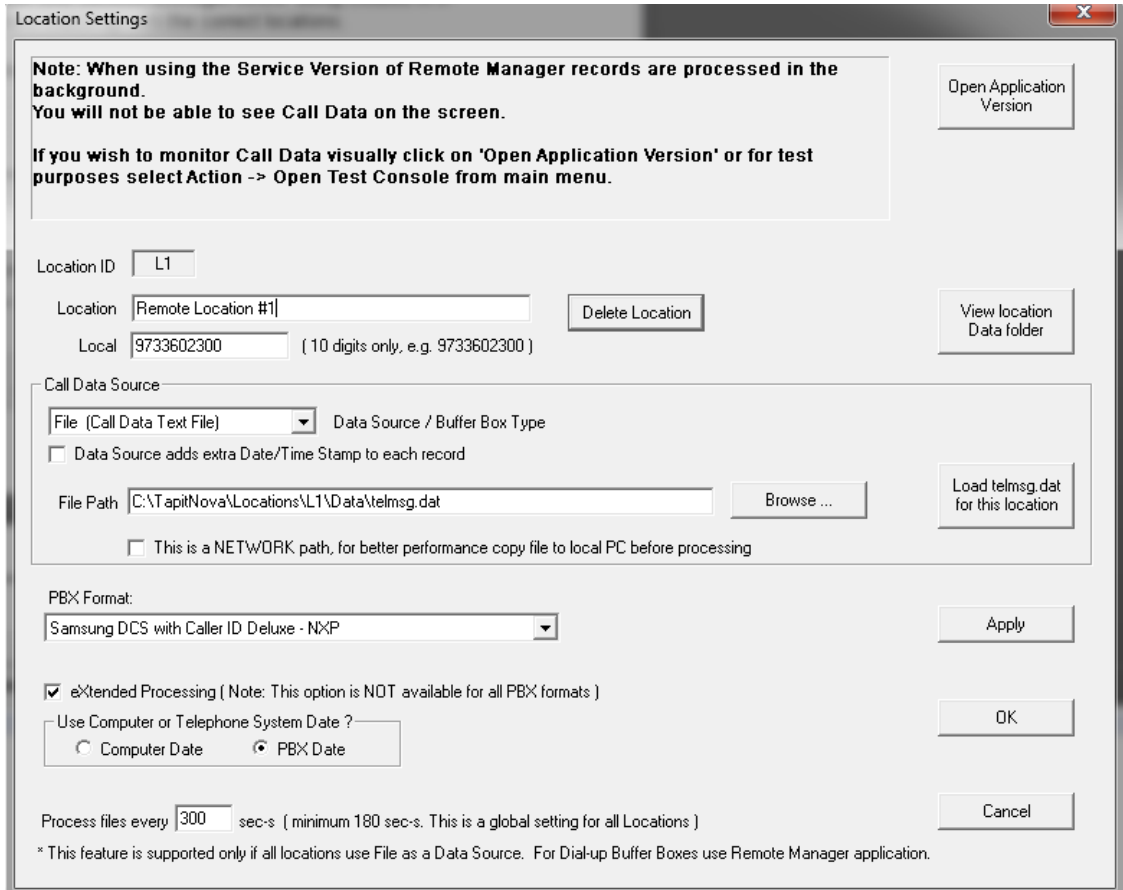

INSTRUCTIONS:

1. Start > Programs > Tapit Nova > Remote Site Service Manager

2. Action > Stop Service

3. Locations > Create New Location.

4. Click OK.
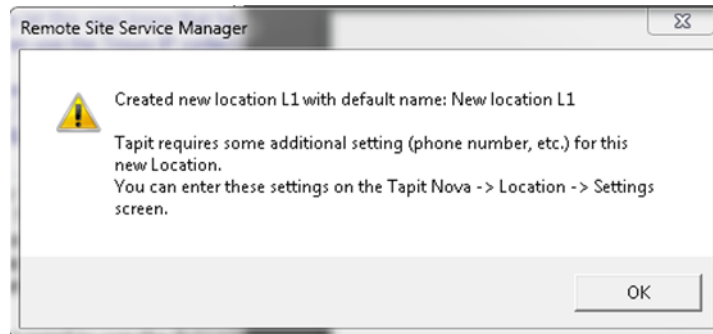
5. Click OK.

6. Enter location name in **Location**
    Enter phone number in **Local.**
    Select **PBX Format**. Click **OK.**
    Note the **File Path.** This is what will be created next.

7. Action > Start Service. Please note that the Service may need to be installed first. This is done under Action>Install Service. If you do not see this install option it is already installed.

NOTE: the steps below assume you are getting SMDR data via an IP connection. If not, you can stop here.
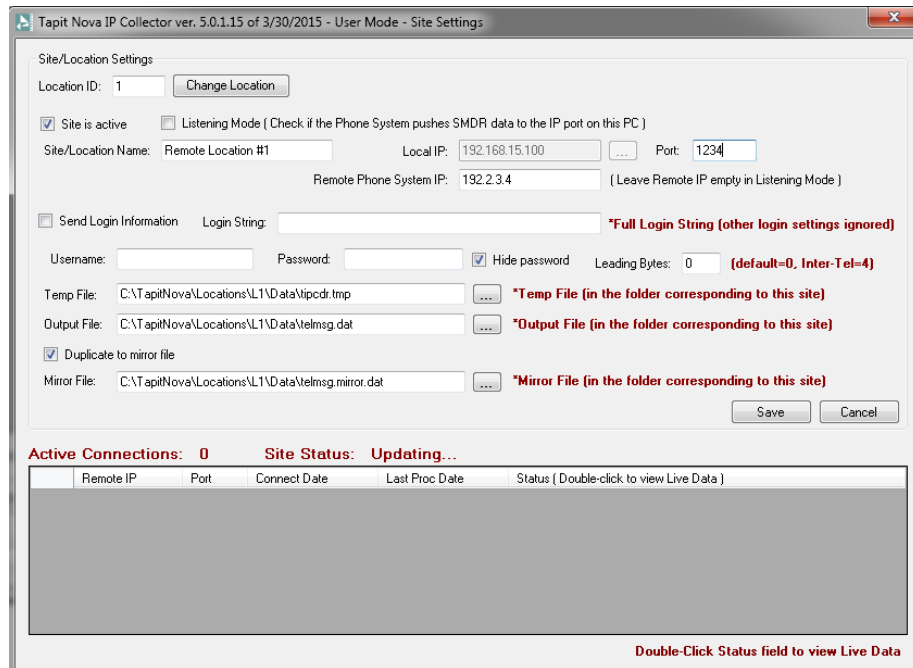
8. Start > Programs > Tapit Nova > IP Collector.
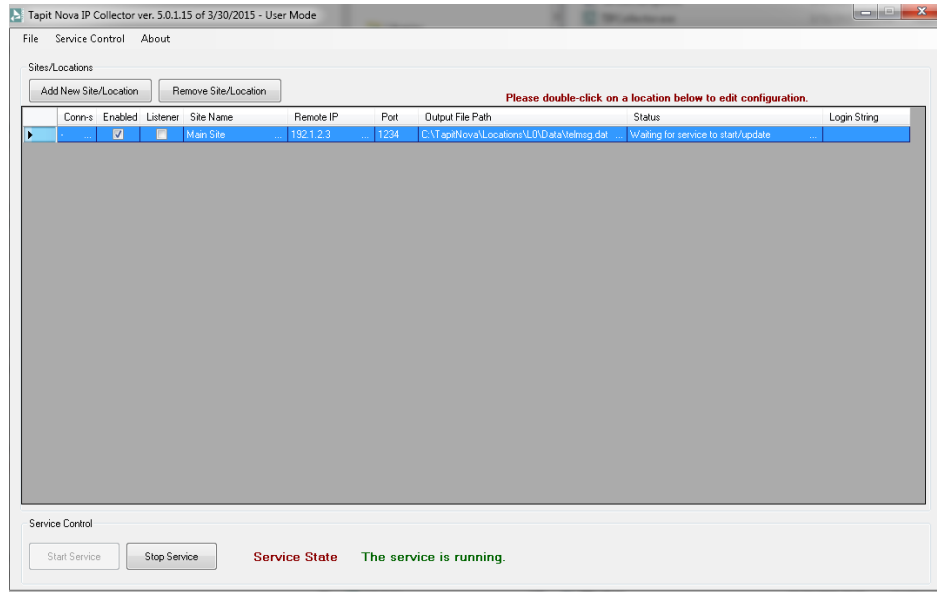
9. Click **Stop Service**
   Click **Add New Site/Location**

10. Enter name in Site/Location Name.
    Enter Remote Phone System IP/Port if the connection is an IP Pull. If it is IP Push, check
    Listening Mode and Enter the Port number. Click **Save.**
    Note the location of the data folder in **Output File.** It should match the location
    created in **Remote Site Service Manager.** If it does not, you can change this by
    changing the Location Id to the applicable number and clicking Change Location.

Repeat steps 1-10 for each additional location.

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