Synthesis Tutorial #2
Creating a New Site
**Overview of the Tutorial**
This tutorial is intended to go over the steps involved in creating a new site within the Synthesis Information Management System. This tutorial is expected to take 15 minutes to complete.

**Tutorial**

**Step 1 - Open Synthesis Administration**
Open *Synthesis Administration*. Enter your User Name and Password created in Tutorial #2. If you forgot your user name and password, you can use "New Administrator" and "synthesis" to get into the program.

![Welcome to Synthesis!](image1)

**Step 2 - Select the Site Menu**
Go to the menu "Site" and choose the selection "New...".

![Synthesis Administration](image2)
**Step 3 - Enter a Site ID Code**
The site identification window will prompt you for the 4-letter park code. For this tutorial type in "TEST".

![Site Creation](image1)

**Step 4 - Validation of the Site**
The site validation window creates all the necessary helper folders and files, then opens the site window.

![Site Validation](image2)
Step 5 - Enter General Site Information
Enter the general site information: Site name, address, manager, contact numbers, and web site. ALWAYS enter at least the site name as *Synthesis* needs this name to properly display the data.

![Synthesis window with entered site information]

Step 6 - Adding Site to Grouping Schemes
At the bottom of the window is a set of lists. These are site groups which allow you to filter which units you want to look at when using *Synthesis*. In this tutorial we selected the "Great Lakes" I&M Networks group, the "Intermountain" region group, and "American Samoa" for the state group. This means when filtering the sites, this site will only appear under those categories.

Congratulations!
You have created a new site and are now ready to add some data into the site. Begin the next tutorial to learn how to organize documents, datasets, and images using *Synthesis* Administration.