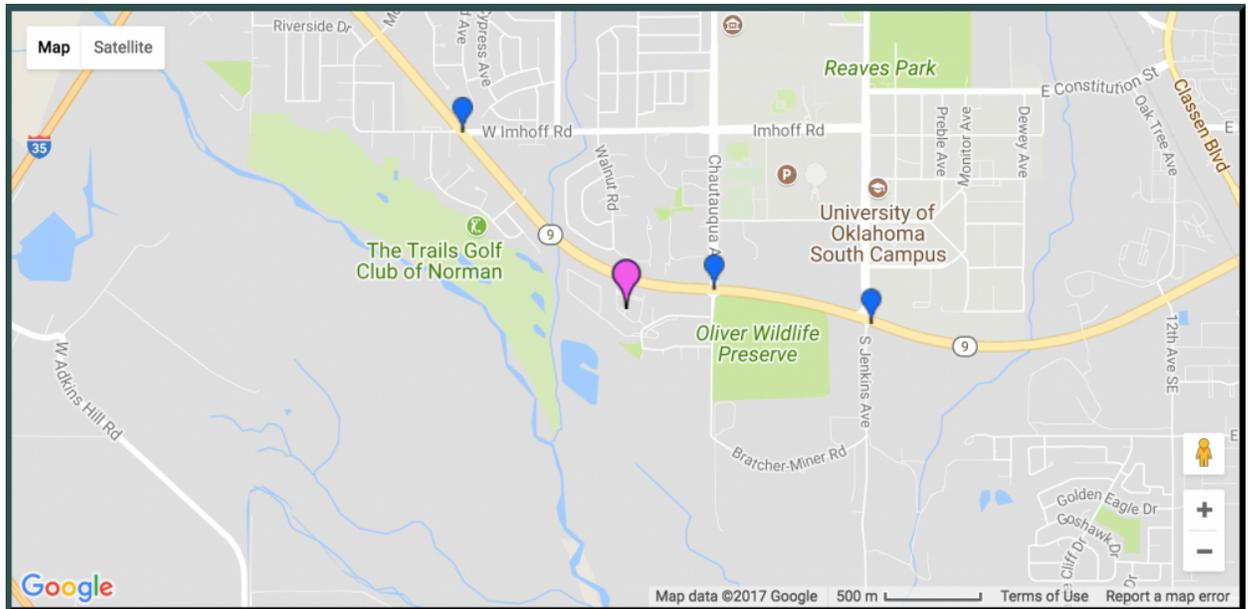


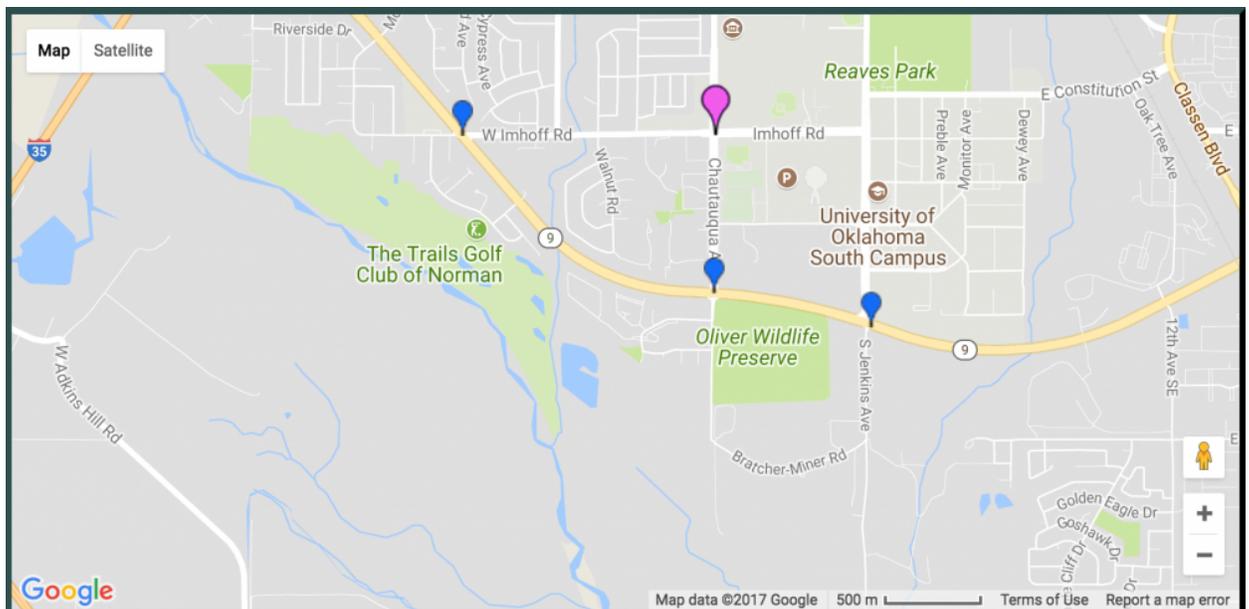
## 3.1.2. How to add a BlueTOAD device

1. Click on **BlueTOAD SETUP** tab in the main menu bar at the top of the screen
  - a. the sub-tab **Devices** will already be selected by default
  - b. an inventory of all the BlueTOAD devices in the system along with a system map will appear (see [Devices](#) page for details)
2. Click on **Add Device**
  - a. a purple pin will appear on the map



*Purple pin appears after hitting Add Device*

3. Set the location of the new device by selecting the purple pin on the map and dragging it to its real world installed location
  - a. use the zoom function of the map to help accurately locate the device
  - b. notice that the latitude and longitude in the data entry box will automatically update as you move the pin around



4. Fill in the remaining device information
  - a. tip – use the **Make Like** function to save time by having most of the device's information pulled from an existing device.
5. Click on **Save Device**
6. Other Options/Tips – import multiple devices at once using **Import Devices** and Microsoft Excel