Set Up and Maintain *WMLS III* Buildings
Riverside Score™ **Quick Guide**

Riverside Score requires account holders to create and maintain building levels for *WMLS III*.

Note: *WMLS III* allows one secondary account holder to be created for the purpose of setting up these buildings. The configuration can be performed by the primary or secondary account holder.

You can add, edit, and delete buildings at any time. These options are available from the **Administration** menu. Before you begin, gather information to enter building names based on your organization's structure and naming conventions.

To set up building levels:

1 Sign in to https://www.riversidescore.com and select WMLS III as your product. A **Building Level Reporting Setup** prompt appears.

> **Note:** This screen only appears once to the account holder appointed to set up the building levels.

Building Level Reporting Setup

Before you can begin administration of WMLS III, a building level structure must be set up to ensure easy roll-up of reports. Please click Continue to begin adding Building Level Structure.

Continue

2 Click **Continue**. The **Add Building Level** page appears.

3 Type the names of the buildings to use for organizational reporting.

Note: In addition to entering established building or location names, you can add a building for independent practitioners who are not affiliated with any building. Name this building accordingly.

4 Save the building level setup using one of the following options:

- After you enter all building names, click **Save**.
- If you need more than six buildings, click **Save and Add Another** until all building names are entered, and then click **Save**.

Add Building Level

Instructions
Enter the name of the building(s) you would like to add to your reporting structure.

Building Name(s):

Enter Building Name   Enter Building Name
Enter Building Name   Enter Building Name
Enter Building Name   Enter Building Name

Cancel   Save   Save and Add Another

Note: You can only delete a building when there are no users or examinees assigned to the building.

Riverside Insights