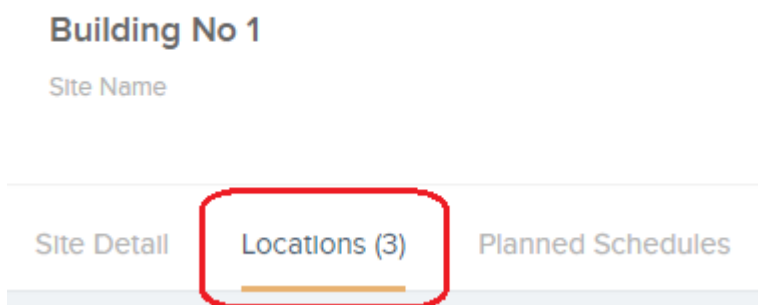


Setting Up Locations & Sub Locations

Each building can be set up as a site. Each site in turn can be divided into Locations and Sub-Locations.

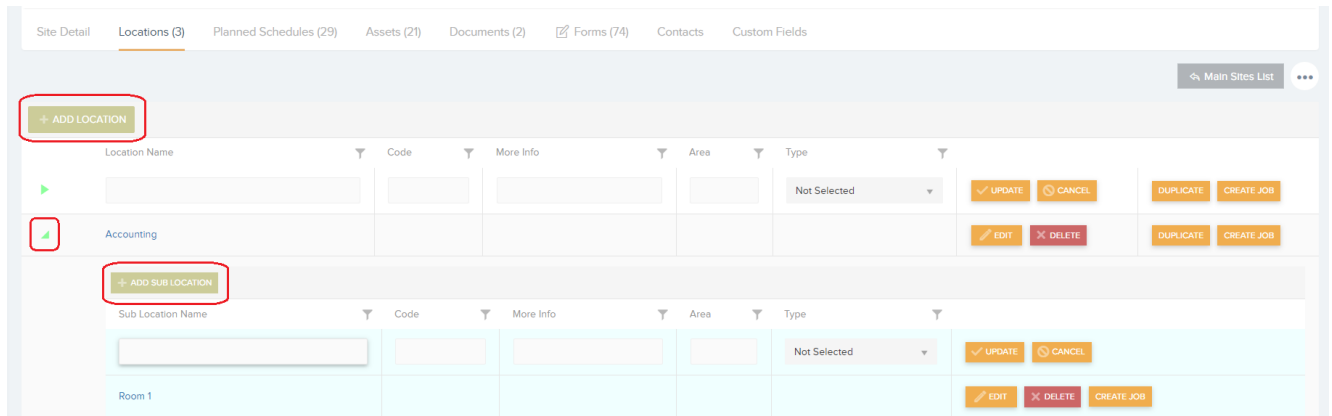
The main *Sites List* view displays a list of all the Sites that have been created. Each Site can be assigned a Location and Sub-Location.

Clicking on a Site name in this list will take you to the *Site Details* view. In the *Locations* tab of the *Site Details* view you will see a list of *Locations* related to this particular *Site*:



To add a new location, click on the *Add Location* button at the top of the *Locations* grid. This will create a new row in the grid for you to populate with the new location data; a Location Name, Code, Area, Type, and a box to add any additional information about this location:

Clicking the **Green Arrow** on the left will reveal the sub-locations and also gives you the option to **Add Sub Location**:



Site Detail **Locations (3)** Planned Schedules (29) Assets (21) Documents (2) Forms (74) Contacts Custom Fields

← Main Sites List

+ ADD LOCATION

Location Name	Code	More Info	Area	Type	
				Not Selected	UPDATE CANCEL DUPLICATE CREATE JOB
Accounting					EDIT DELETE DUPLICATE CREATE JOB

+ ADD SUB LOCATION

Sub Location Name	Code	More Info	Area	Type	
				Not Selected	UPDATE CANCEL DUPLICATE CREATE JOB
Room 1					EDIT DELETE CREATE JOB

Click on *Update* to save this new location.

Note: Location Types can be configured in *Settings -> Location Types*

As shown in the screenshot above, you can also *Duplicate* a location, or *Create Job* for a specific location from this view.