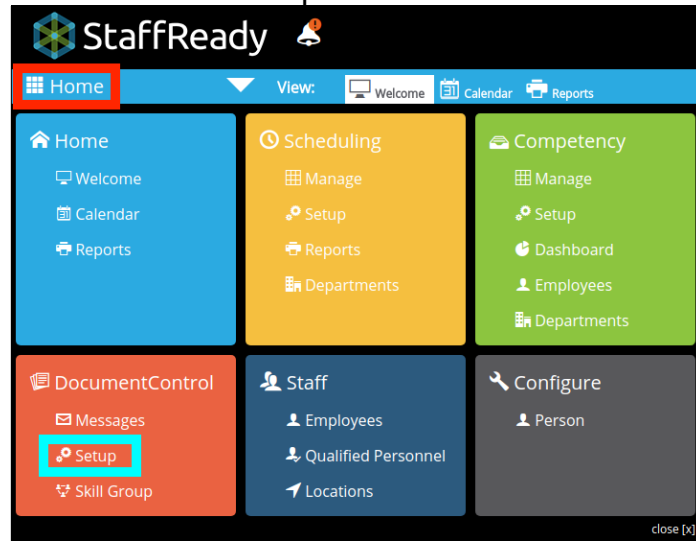


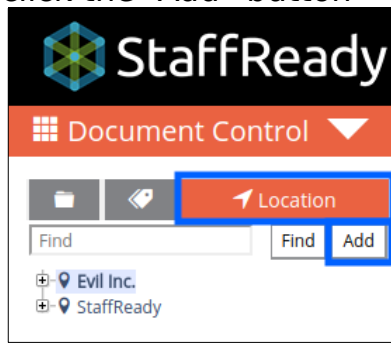
Add & Manage Locations

Adding a new Location

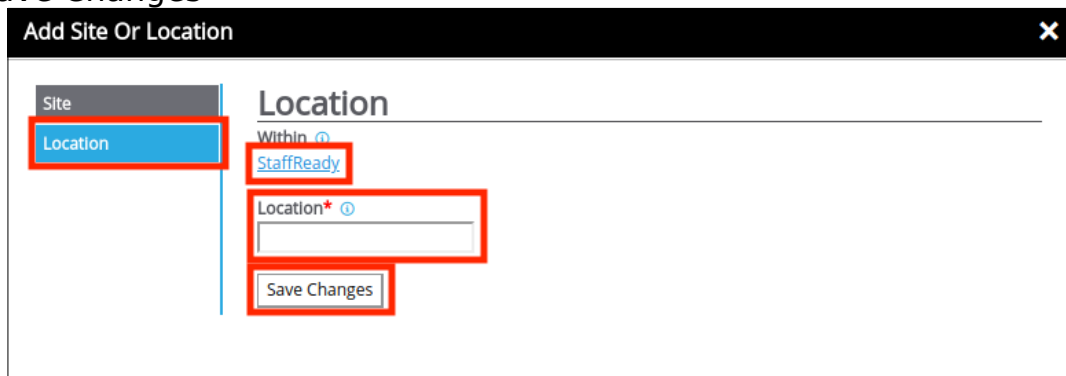
Navigate to Document Control > Setup



Select "Location" view, then click the "Add" button

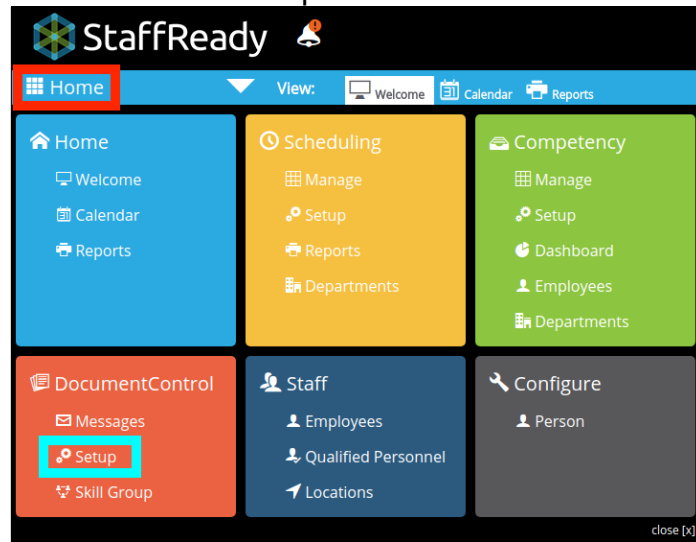


Click the "Location" side menu. Enter Location name, select parent Location, and click "Save Changes"

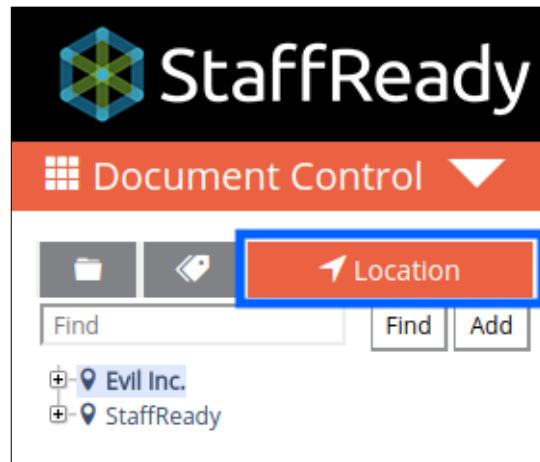


Editing Locations

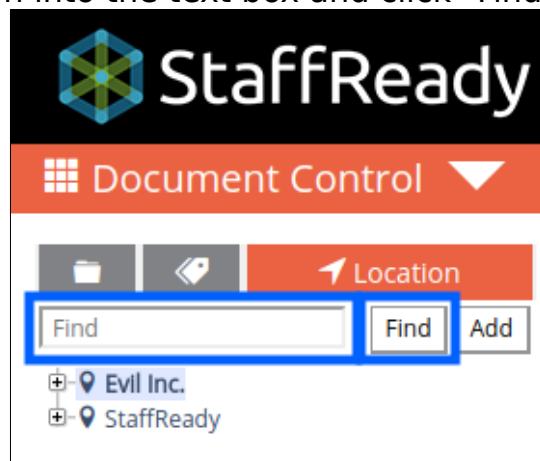
Navigate to Document Control > Setup



Select "Location" view



Type the desired Location into the text box and click "Find"



Select the desired Location from the tree view, then click the "Location" color bar

[screenshot]

Click "Edit" button

✓ Location

[Feedback](#) [Help](#) [Audit](#)

Edit Location

Location*
Sales

Within
[StaffReady](#)

Locations

↕ Location

Filter Filter Location

No Results Found

Update as needed, then click "Save Changes"

✓ Location

[Feedback](#) [Help](#) [Audit](#)

Save Changes Cancel

Location* ⓘ
Sales

Within ⓘ
[StaffReady](#)

Locations

↕ Location

Filter Filter Location

No Results Found