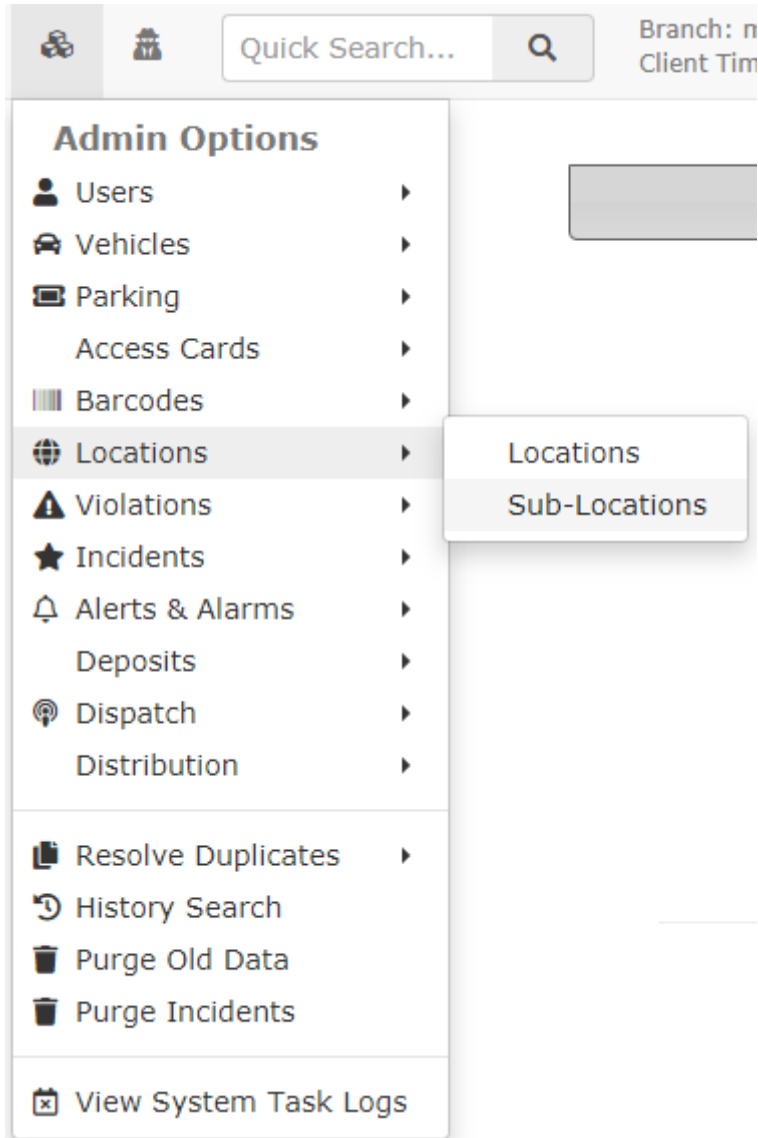


# Locations - Sub Locations

Click **Admin Options**, **Locations** and **Sub-locations**.



You will be redirected to the **Manage Sub-Locations** page.

- To **add** a new sub-location: Click on **Add Sub-Location**.

## Manage Sub-Locations [Add Sub-Location](#)

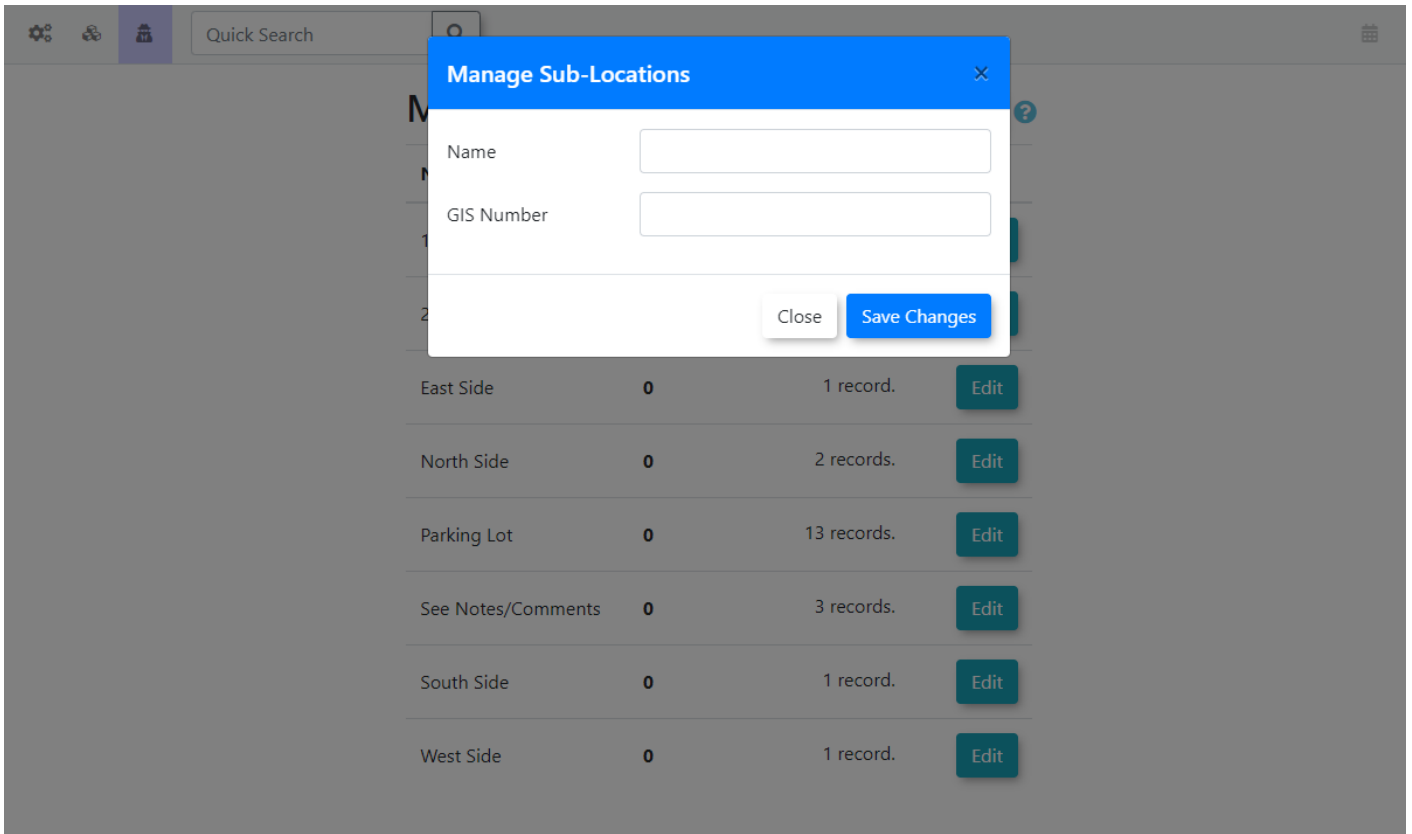
Name	GIS Number		
1st Floor	0	1 record.	<a href="#">Edit</a>
2nd Floor	0	1 record.	<a href="#">Edit</a>
East Side	0	1 record.	<a href="#">Edit</a>
North Side	0	2 records.	<a href="#">Edit</a>
Parking Lot	0	13 records.	<a href="#">Edit</a>
See Notes/Comments	0	3 records.	<a href="#">Edit</a>
South Side	0	1 record.	<a href="#">Edit</a>
West Side	0	1 record.	<a href="#">Edit</a>

To ***edit*** an existing sub-location: Click on **Edit**

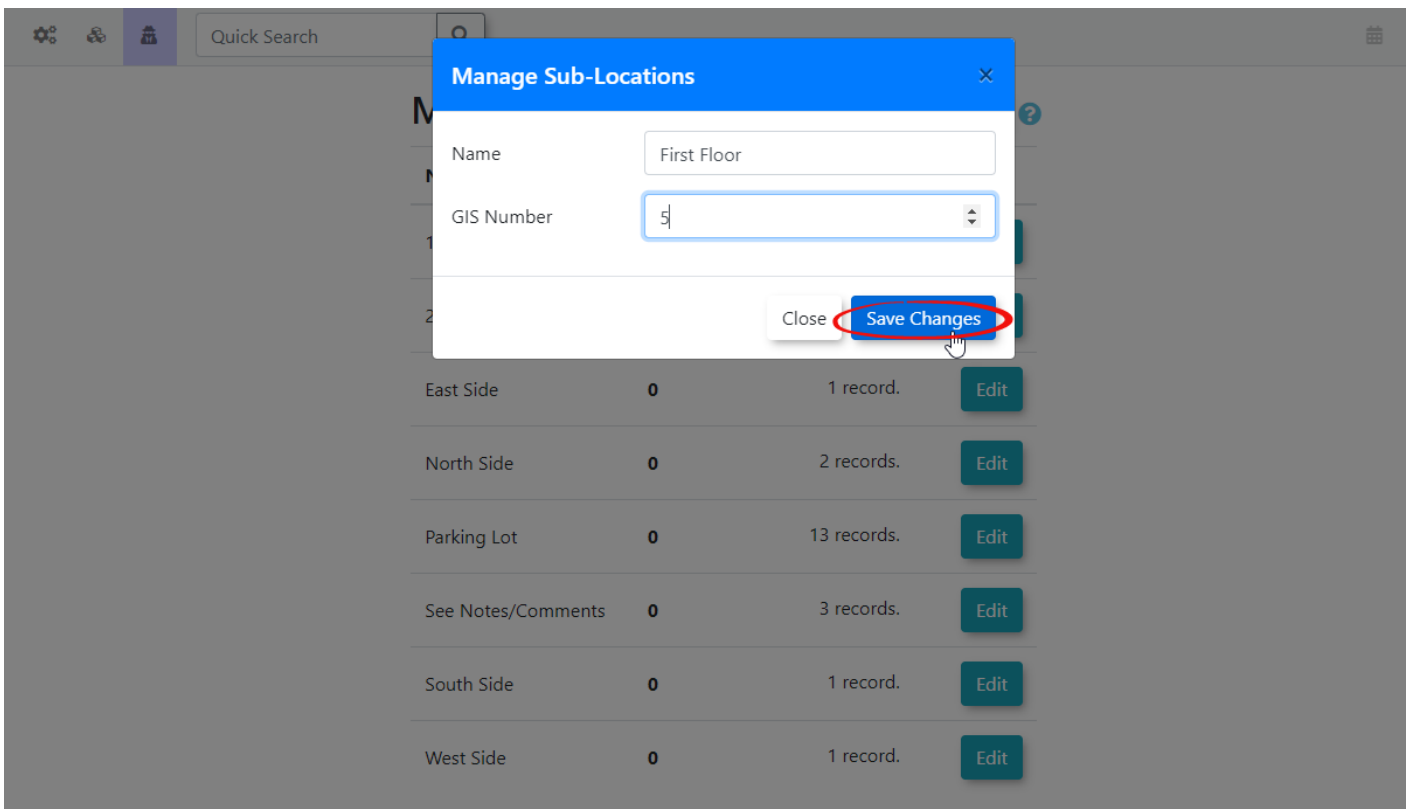
## Manage Sub-Locations [Add Sub-Location](#) ?

Name	GIS Number		
1st Floor	0	1 record.	<a href="#">Edit</a>
2nd Floor	0	1 record.	<a href="#">Edit</a>
East Side	0	1 record.	<a href="#">Edit</a>
North Side	0	2 records.	<a href="#">Edit</a>
Parking Lot	0	13 records.	<a href="#">Edit</a>
See Notes/Comments	0	3 records.	<a href="#">Edit</a>
South Side	0	1 record.	<a href="#">Edit</a>
West Side	0	1 record.	<a href="#">Edit</a>

There are two fields to configure. The name of the location and the GIS Number (geographic information system)



Click **Save Changes** to complete the process.



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