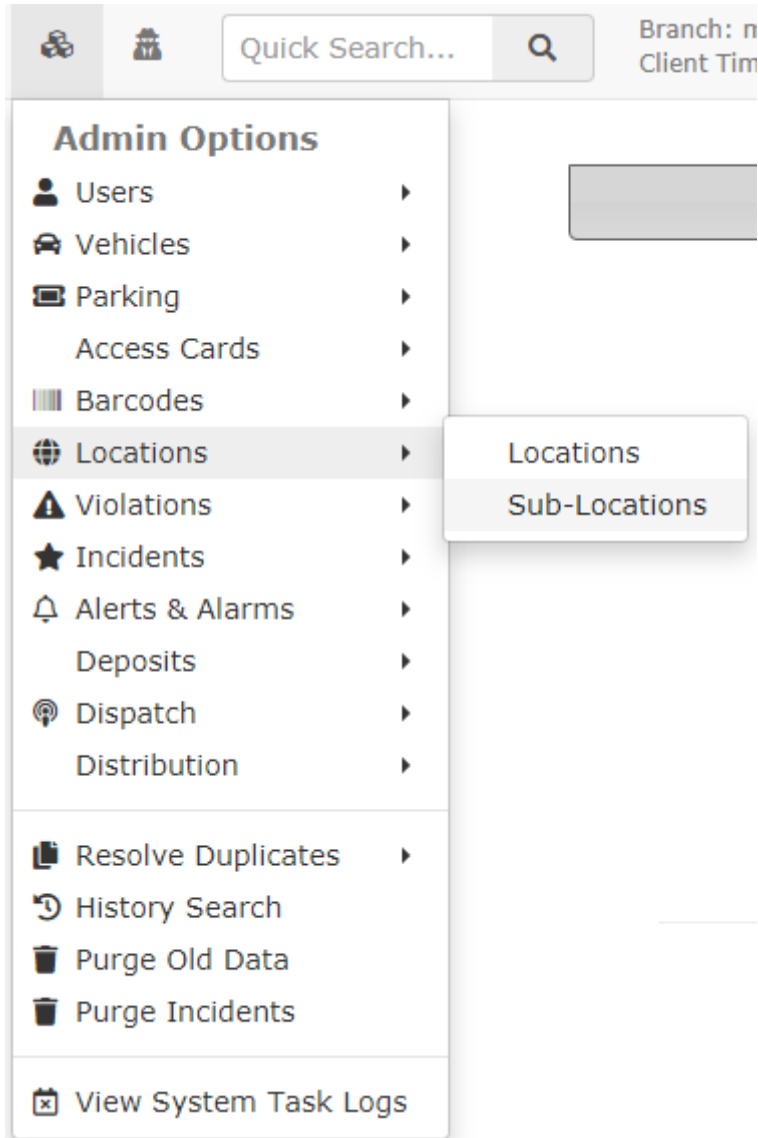


Locations - Sub Locations

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

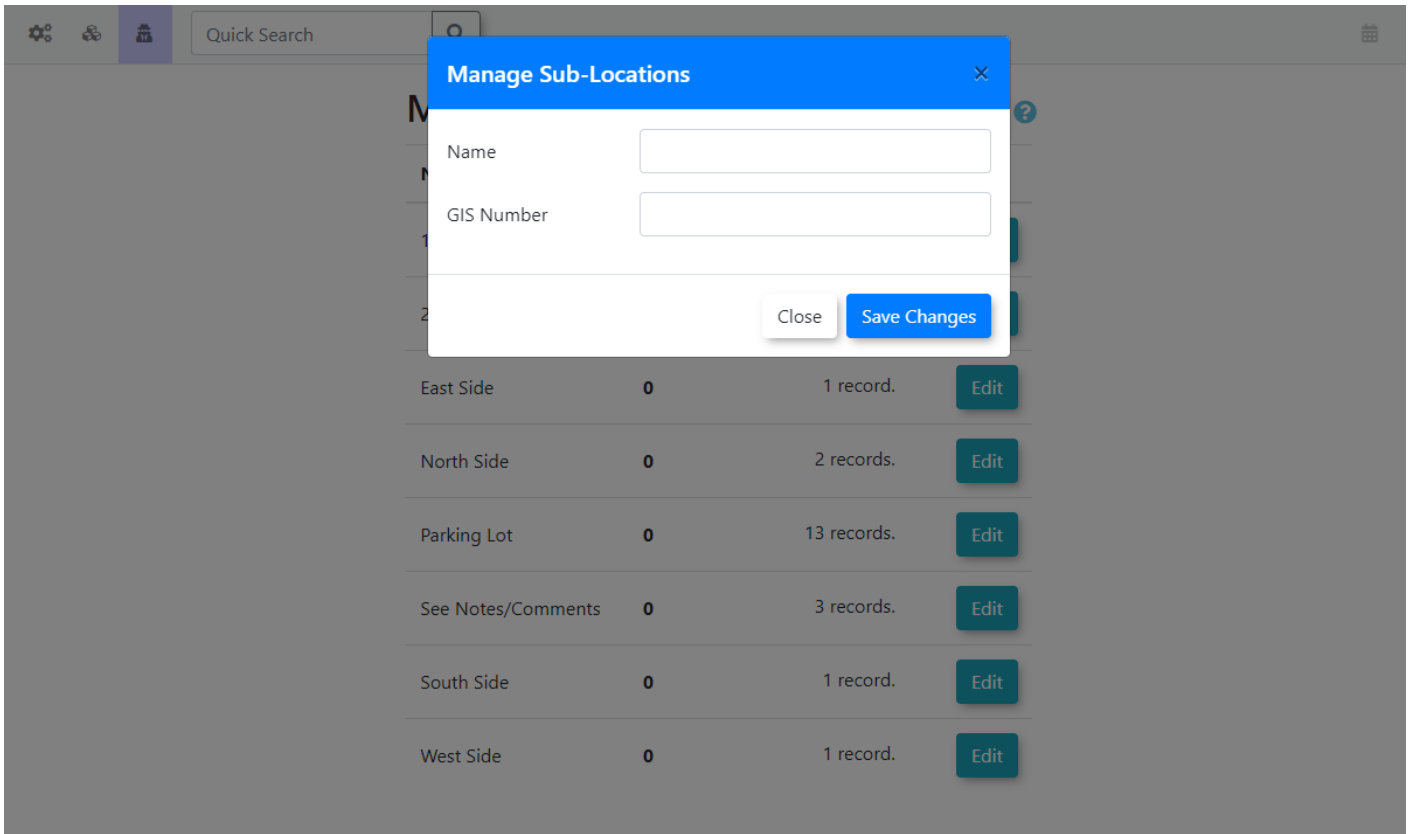
Name	GIS Number		
1st Floor	0	1 record.	Edit
2nd Floor	0	1 record.	Edit
East Side	0	1 record.	Edit
North Side	0	2 records.	Edit
Parking Lot	0	13 records.	Edit
See Notes/Comments	0	3 records.	Edit
South Side	0	1 record.	Edit
West Side	0	1 record.	Edit

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

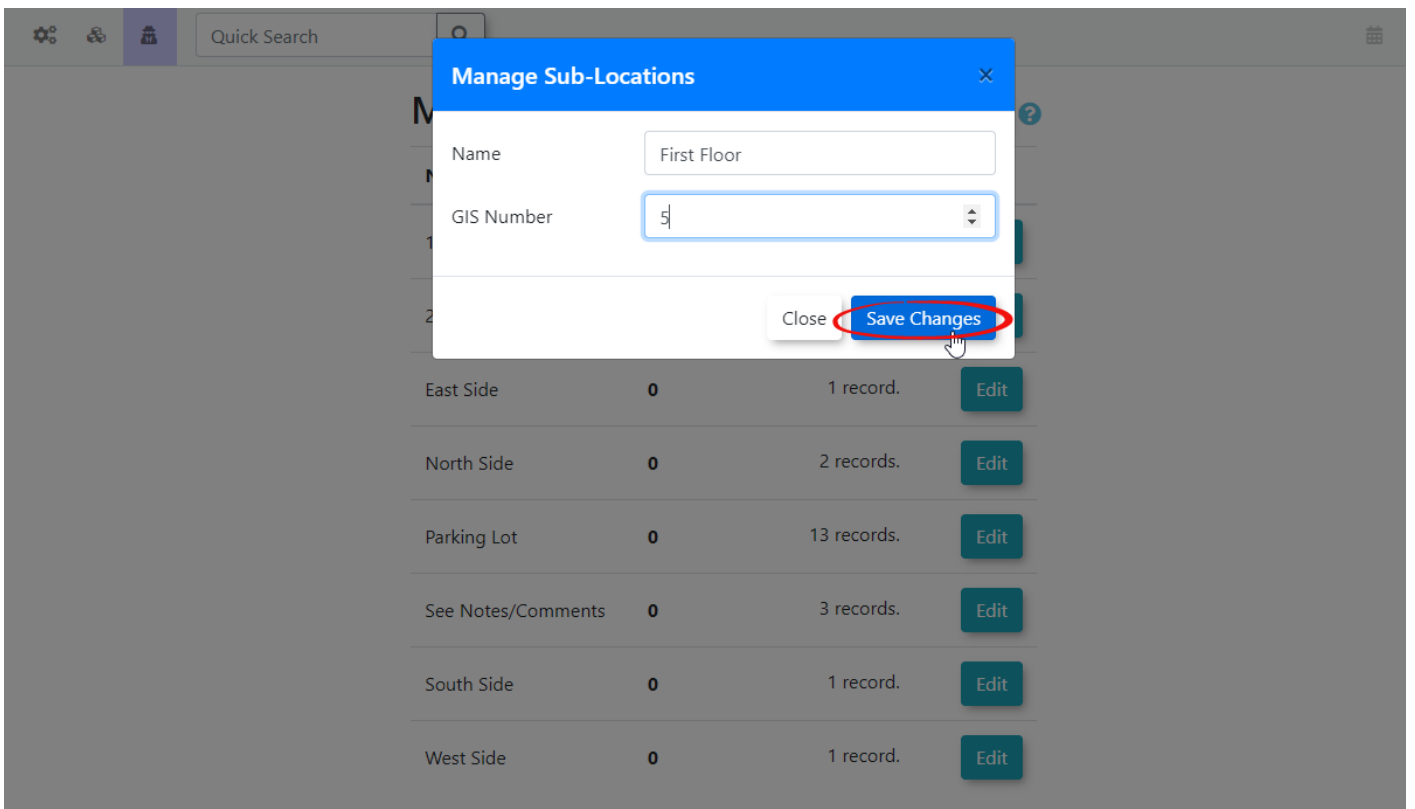
Manage Sub-Locations

Name	GIS Number		
1st Floor	0	1 record.	Edit
2nd Floor	0	1 record.	Edit
East Side	0	1 record.	Edit
North Side	0	2 records.	Edit
Parking Lot	0	13 records.	Edit
See Notes/Comments	0	3 records.	Edit
South Side	0	1 record.	Edit
West Side	0	1 record.	Edit

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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