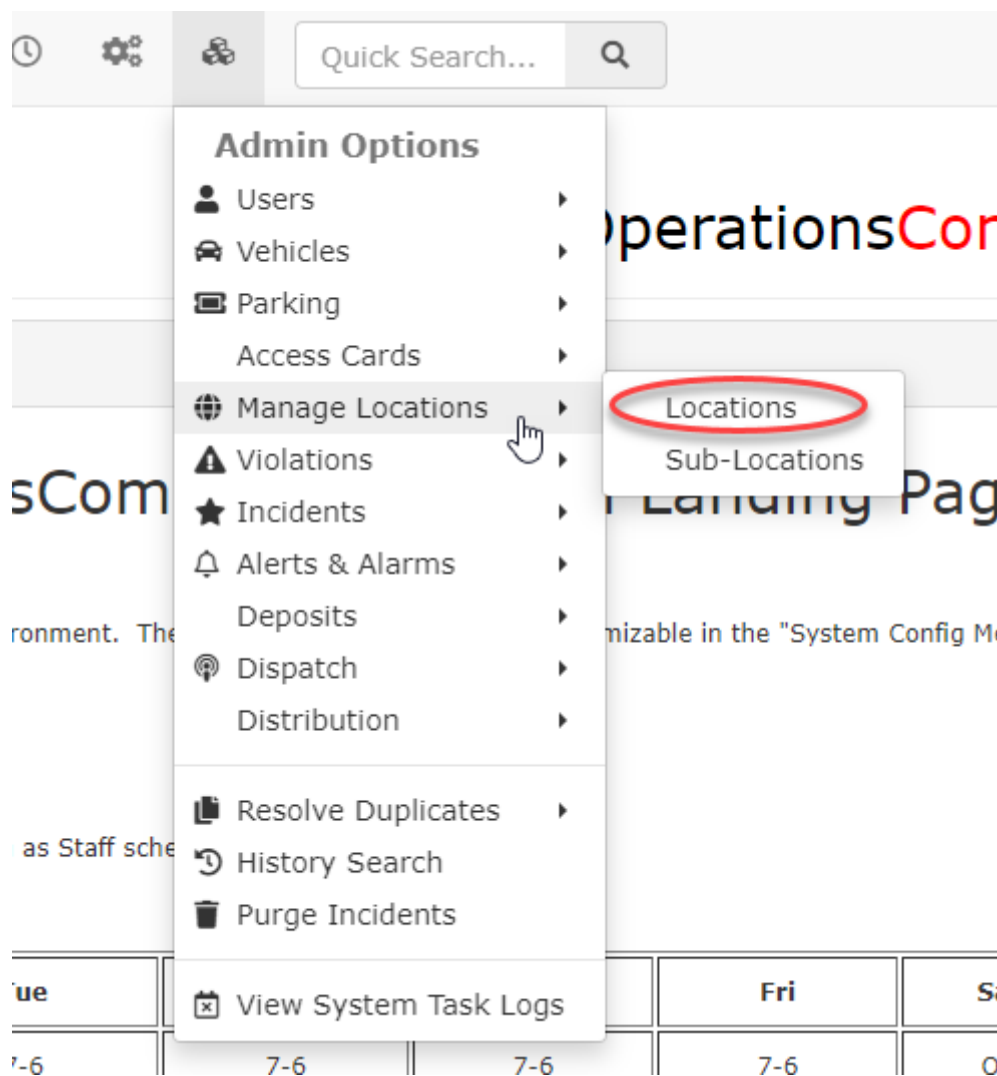



Locations

Click **Admin Options**, **Manage Locations** and **Locations**.



The **Manage Locations** page displays.

Manage Locations


[Add Location](#) 

| Name | Sub-Location(s) | Writer Visible | GIS Number | | |
|------------------------------------|---------------------------------------|----------------|------------|-------------|----------------------|
| ADA Parking | Parking Lot | ✓ | 0 | 1 record. | Edit |
| Area Public Parking | Parking Lot | ✓ | 0 | 2 records. | Edit |
| Downtown Business District | Parking Lot See Notes/Comments | ✓ | 0 | 10 records. | Edit |
| Hospital & Administration Building | Parking Lot | ✓ | 0 | 1 record. | Edit |
| Main Campus Parking Lots | Parking Lot See Notes/Comments | ✓ | 0 | 24 records. | Edit |
| Main Street | East Side Parking Lot West Side | ✓ | 0 | 15 records. | Edit |
| North Campus | Parking Lot | ✓ | 0 | 44 records. | Edit |

Adding a Location

Click the **Add Location** button to begin.

Manage Locations

[Add Location](#) 

| Name | Sub-Location(s) | Writer Visible | GIS Number | | |
|------------------------------------|---------------------------------------|----------------|------------|-------------|----------------------|
| ADA Parking | Parking Lot | ✓ | 0 | 1 record. | Edit |
| Area Public Parking | Parking Lot | ✓ | 0 | 2 records. | Edit |
| Downtown Business District | Parking Lot See Notes/Comments | ✓ | 0 | 10 records. | Edit |
| Hospital & Administration Building | Parking Lot | ✓ | 0 | 1 record. | Edit |
| Main Campus Parking Lots | Parking Lot See Notes/Comments | ✓ | 0 | 24 records. | Edit |
| Main Street | East Side Parking Lot West Side | ✓ | 0 | 15 records. | Edit |
| North Campus | Parking Lot | ✓ | 0 | 44 records. | Edit |

- Enter the name of your new location. In our example the name is **Mulloy Library**.

- Select the Sub-Location(s) you would like associated with this location. Sub-Locations are used in incident reporting and do not apply to vehicle violations.
- To have the location be **Writer Visible**, click on the "**Writer Visible**" checkbox beside the location.
- The GIS **Number** is optional and is used by clients who use a geographic location code.
- Click on **Save Changes** to continue.

The Manage Locations page will refresh and display a confirmation message indicating the **Location has been updated**.

Location has been updated

| Manage Locations Add Location ? | | | | | |
|--|---------------------------------------|----------------|------------|-------------|-----------------------|
| Name | Sub-Location(s) | Writer Visible | GIS Number | | |
| ADA Parking | Parking Lot | ✓ | 0 | 1 record. | <button>Edit</button> |
| Area Public Parking | Parking Lot | ✓ | 0 | 2 records. | <button>Edit</button> |
| Downtown Business District | Parking Lot See Notes/Comments | ✓ | 0 | 10 records. | <button>Edit</button> |
| Hospital & Administration Building | Parking Lot | ✓ | 0 | 1 record. | <button>Edit</button> |
| Main Campus Parking Lots | Parking Lot See Notes/Comments | ✓ | | 24 records. | <button>Edit</button> |
| Main Street | East Side Parking Lot West Side | ✓ | 0 | 15 records. | <button>Edit</button> |

Deleting a Location

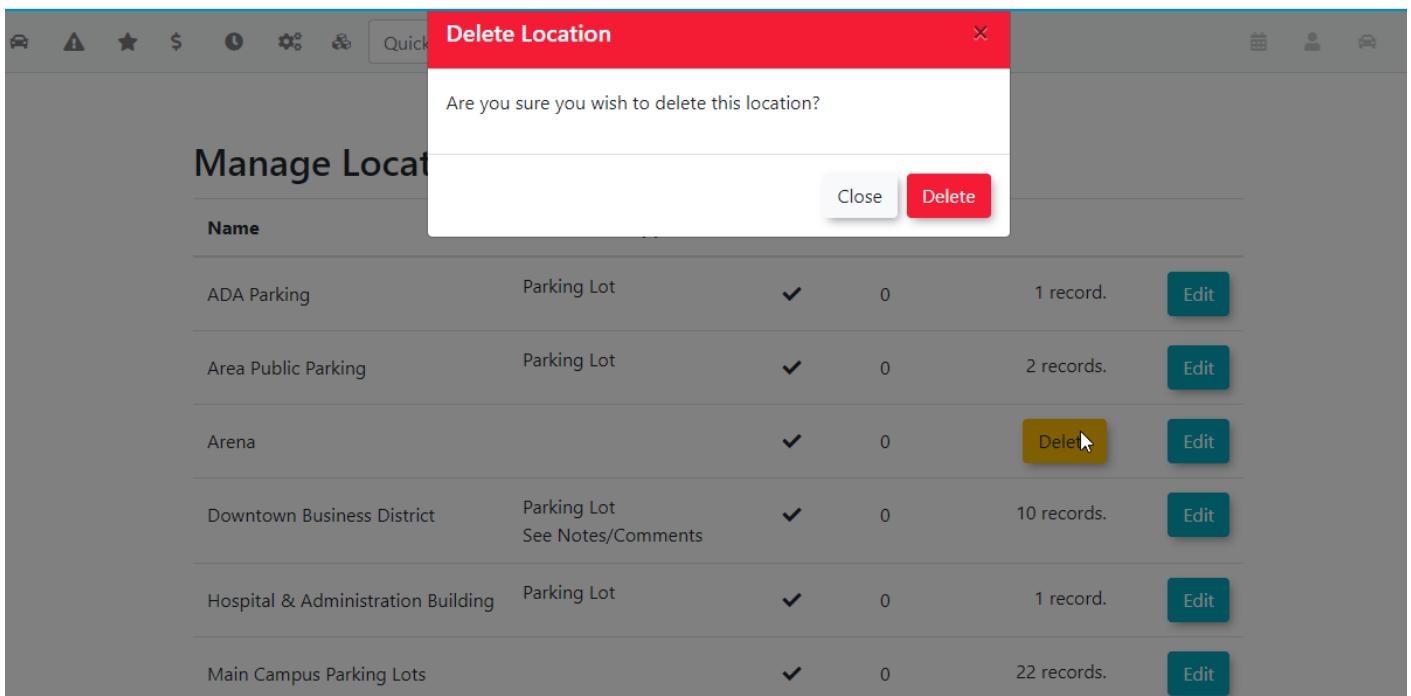
A location can be deleted from the system provided it is not associated to any records. If a location is eligible for deletion you will see a delete button for that specific Location.

In our example you see the delete button on the Arena location. Click on the Delete button to begin the process.

Manage Locations Add Location ?

| Name | Sub-Location(s) | Writer Visible | GIS Number | |
|------------------------------------|---------------------------------------|----------------|------------|---------------------------------------|
| ADA Parking | Parking Lot | ✓ | 0 | 1 record. Edit |
| Area Public Parking | Parking Lot | ✓ | 0 | 2 records. Edit |
| Arena | | ✓ | 0 | Delete Edit |
| Downtown Business District | Parking Lot See Notes/Comments | ✓ | 0 | 10 records. Edit |
| Hospital & Administration Building | Parking Lot | ✓ | 0 | 1 record. Edit |
| Main Campus Parking Lots | | ✓ | 0 | 22 records. Edit |
| Main Street | East Side Parking Lot West Side | ✓ | 0 | 15 records. Edit |

A confirmation popup will appear. Click the Delete button to continue. This action will remove the location from the system.



Revision #2

Created 21 May 2024 12:31:36

Updated 5 June 2025 10:04:17