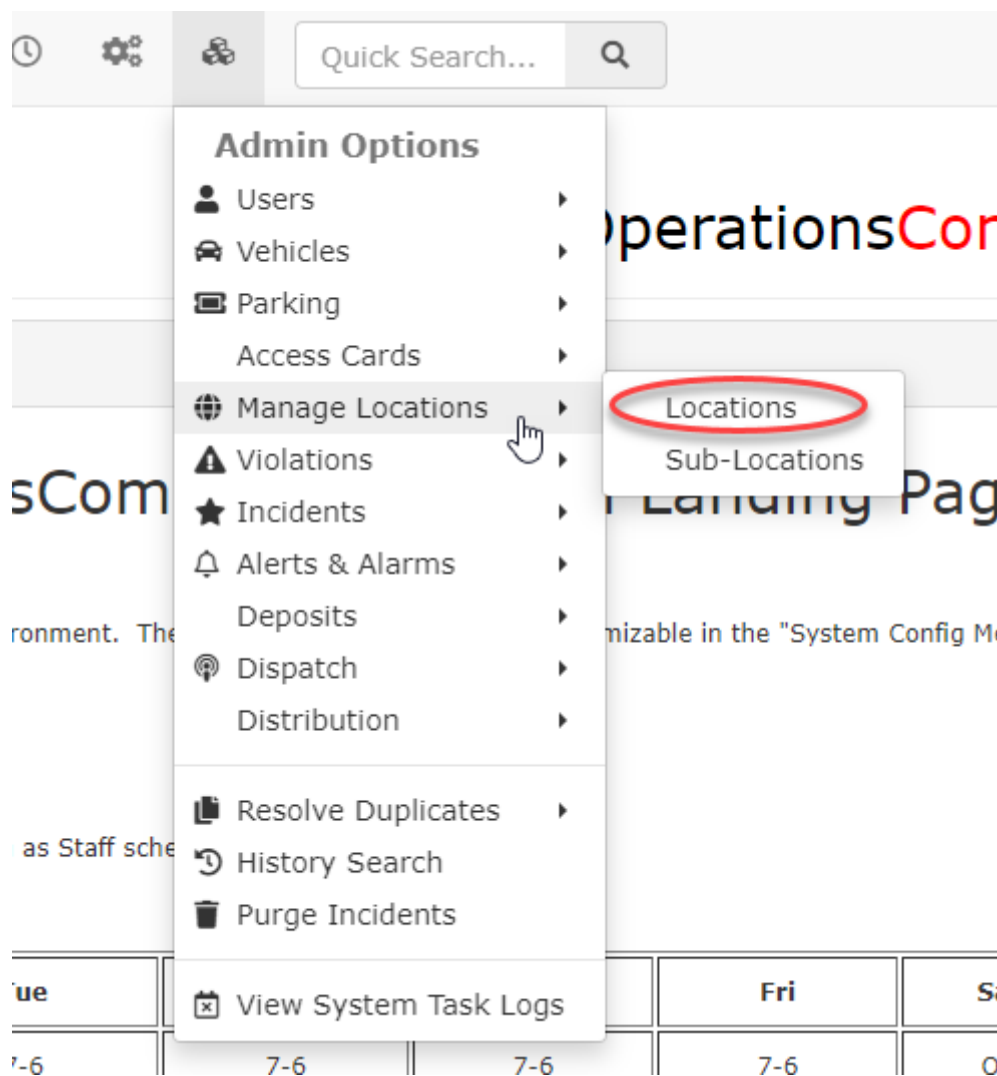



# Locations

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. <a href="#">Edit</a>
Area Public Parking	Parking Lot	✓	0	2 records. <a href="#">Edit</a>
Downtown Business District	Parking Lot See Notes/Comments	✓	0	10 records. <a href="#">Edit</a>
Hospital & Administration Building	Parking Lot	✓	0	1 record. <a href="#">Edit</a>
Main Campus Parking Lots	Parking Lot See Notes/Comments	✓	0	24 records. <a href="#">Edit</a>
Main Street	East Side Parking Lot West Side	✓	0	15 records. <a href="#">Edit</a>
North Campus	Parking Lot	✓	0	44 records. <a href="#">Edit</a>

# 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. <a href="#">Edit</a>
Area Public Parking	Parking Lot	✓	0	2 records. <a href="#">Edit</a>
Downtown Business District	Parking Lot See Notes/Comments	✓	0	10 records. <a href="#">Edit</a>
Hospital & Administration Building	Parking Lot	✓	0	1 record. <a href="#">Edit</a>
Main Campus Parking Lots	Parking Lot See Notes/Comments	✓	0	24 records. <a href="#">Edit</a>
Main Street	East Side Parking Lot West Side	✓	0	15 records. <a href="#">Edit</a>
North Campus	Parking Lot	✓	0	44 records. <a href="#">Edit</a>

- 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.

**Manage Locations**

Name: Mulloy Library

Sub-Location(s): 1st Floor, 2nd Floor, East Side, North Side, **Parking Lot**

Writer Visible: ☒ **Writer Visible**  
Make the location visible to the writer

GIS Number:

Close Save Changes

Name	Sub-Location(s)	Writer Visible	GIS Number	Records	Edit
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

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	Records	Edit
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

# Deleting a Location

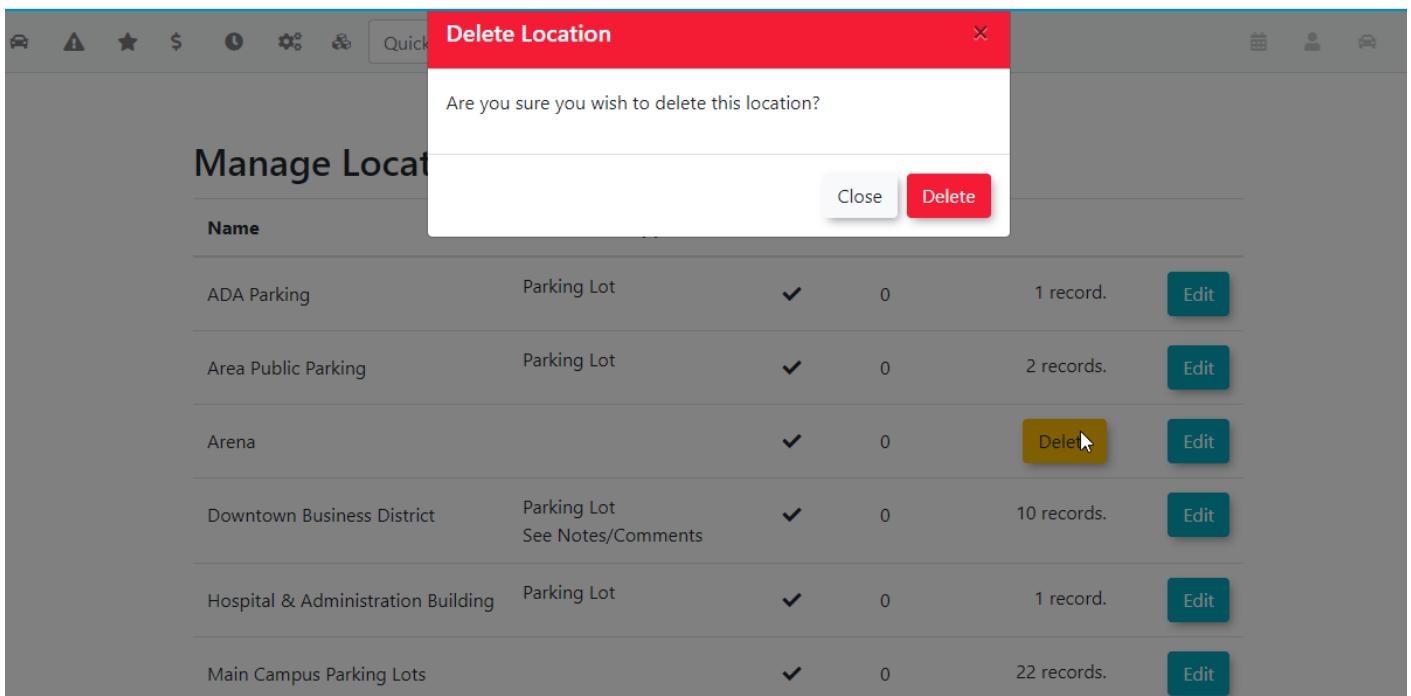
A location can be deleted from the system provided it is not associated to any records. If a location is eligible for deletion you will see a delete button for that specific Location.

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. <span>Edit</span>
Area Public Parking	Parking Lot	✓	0	2 records. <span>Edit</span>
Arena		✓	0	<span>Delete</span> <span>Edit</span>
Downtown Business District	Parking Lot See Notes/Comments	✓	0	10 records. <span>Edit</span>
Hospital & Administration Building	Parking Lot	✓	0	1 record. <span>Edit</span>
Main Campus Parking Lots		✓	0	22 records. <span>Edit</span>
Main Street	East Side Parking Lot West Side	✓	0	15 records. <span>Edit</span>

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



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Revision #2

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