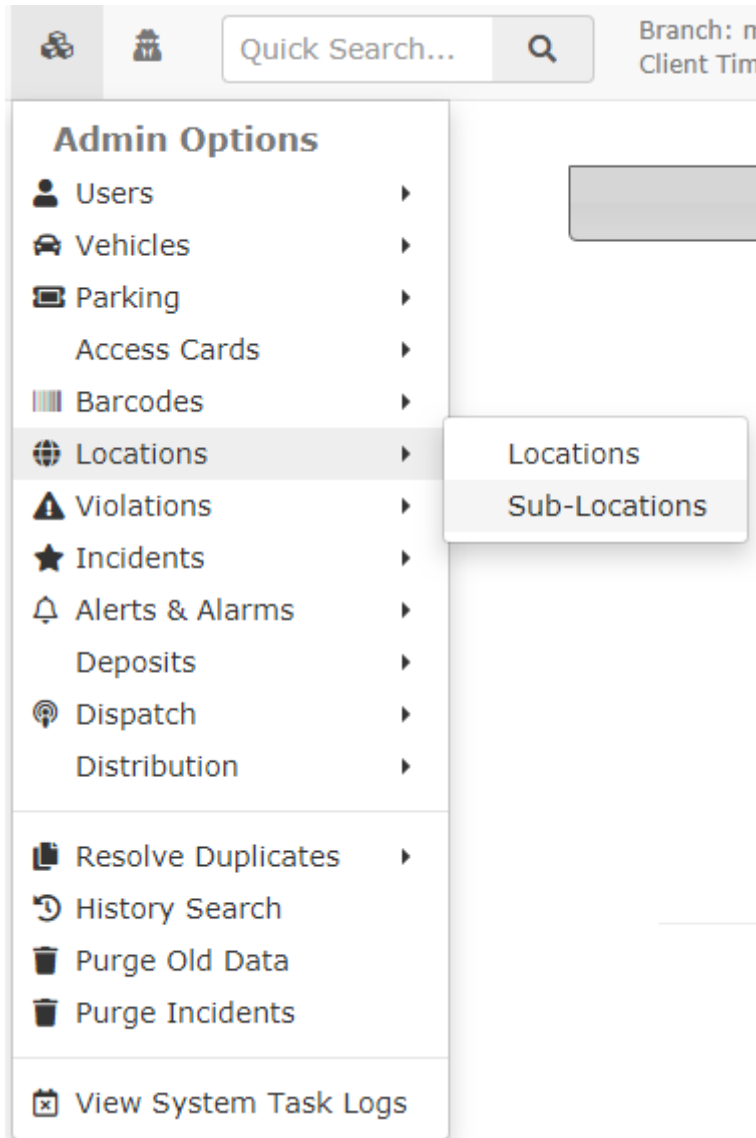


Location Configuration

- [Locations - Sub Locations](#)
- [Location Setup](#)
- [Locations](#)

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](#)

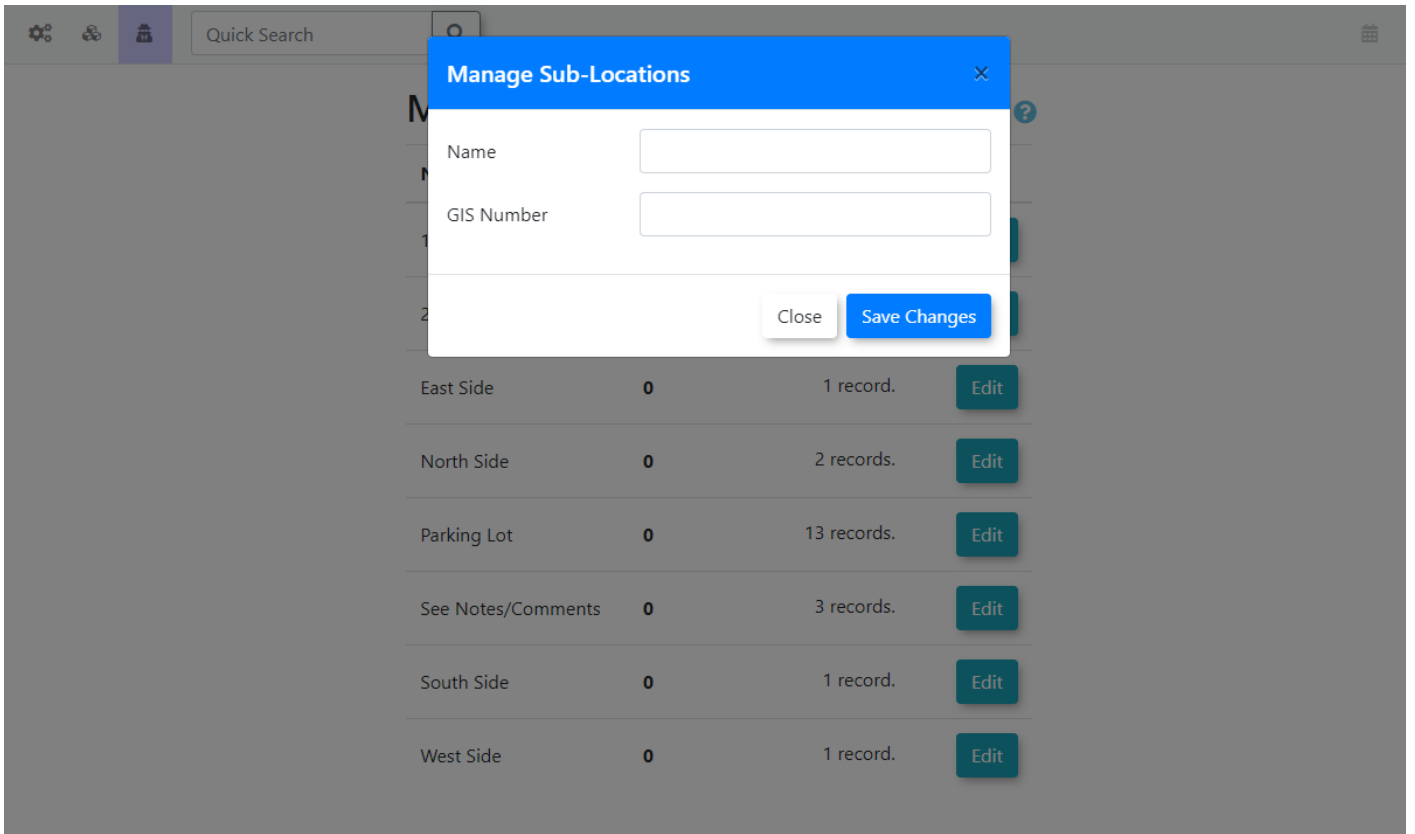
Name	GIS Number		
1st Floor	0	1 record.	Edit
2nd Floor	0	1 record.	Edit
East Side	0	1 record.	Edit
North Side	0	2 records.	Edit
Parking Lot	0	13 records.	Edit
See Notes/Comments	0	3 records.	Edit
South Side	0	1 record.	Edit
West Side	0	1 record.	Edit

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

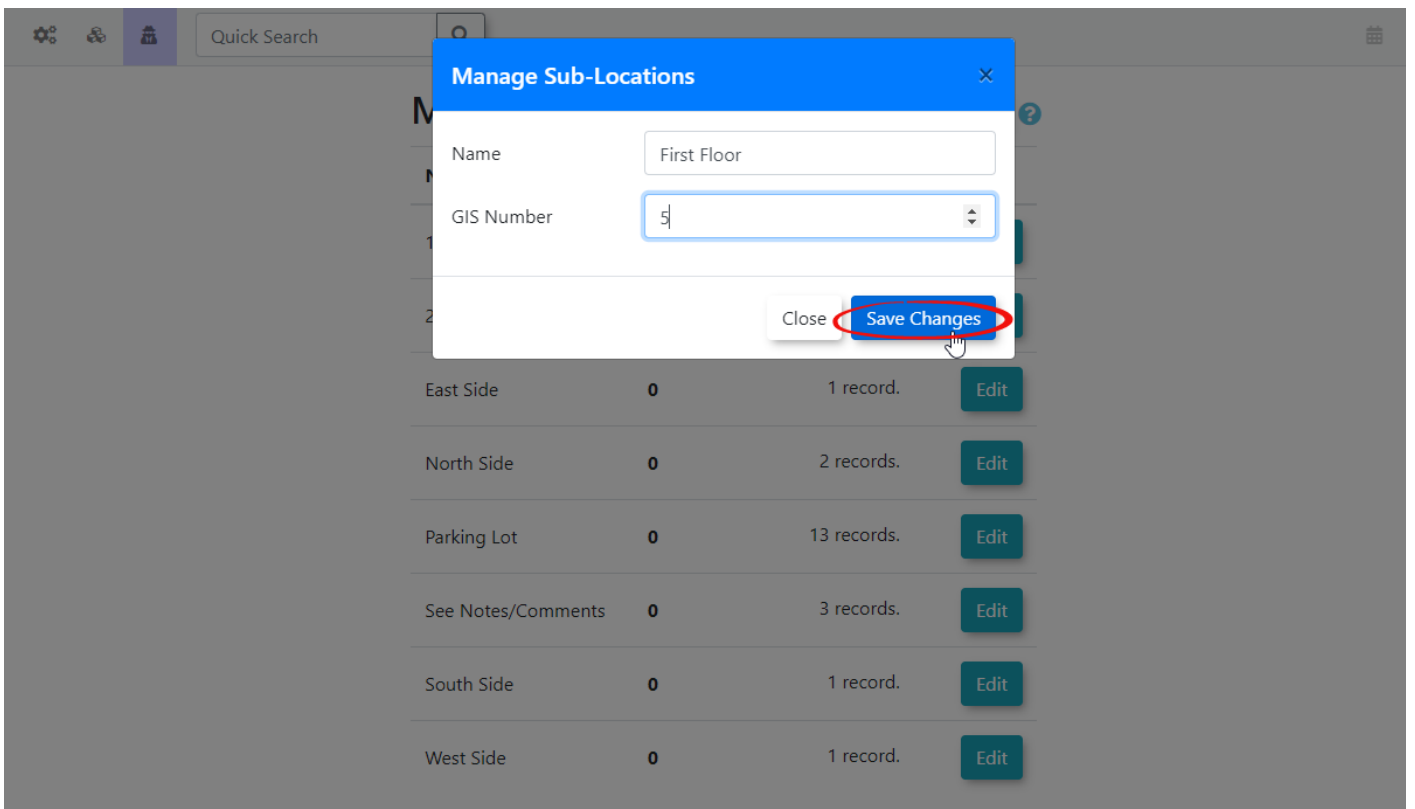
Manage Sub-Locations [Add Sub-Location](#) ?

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.

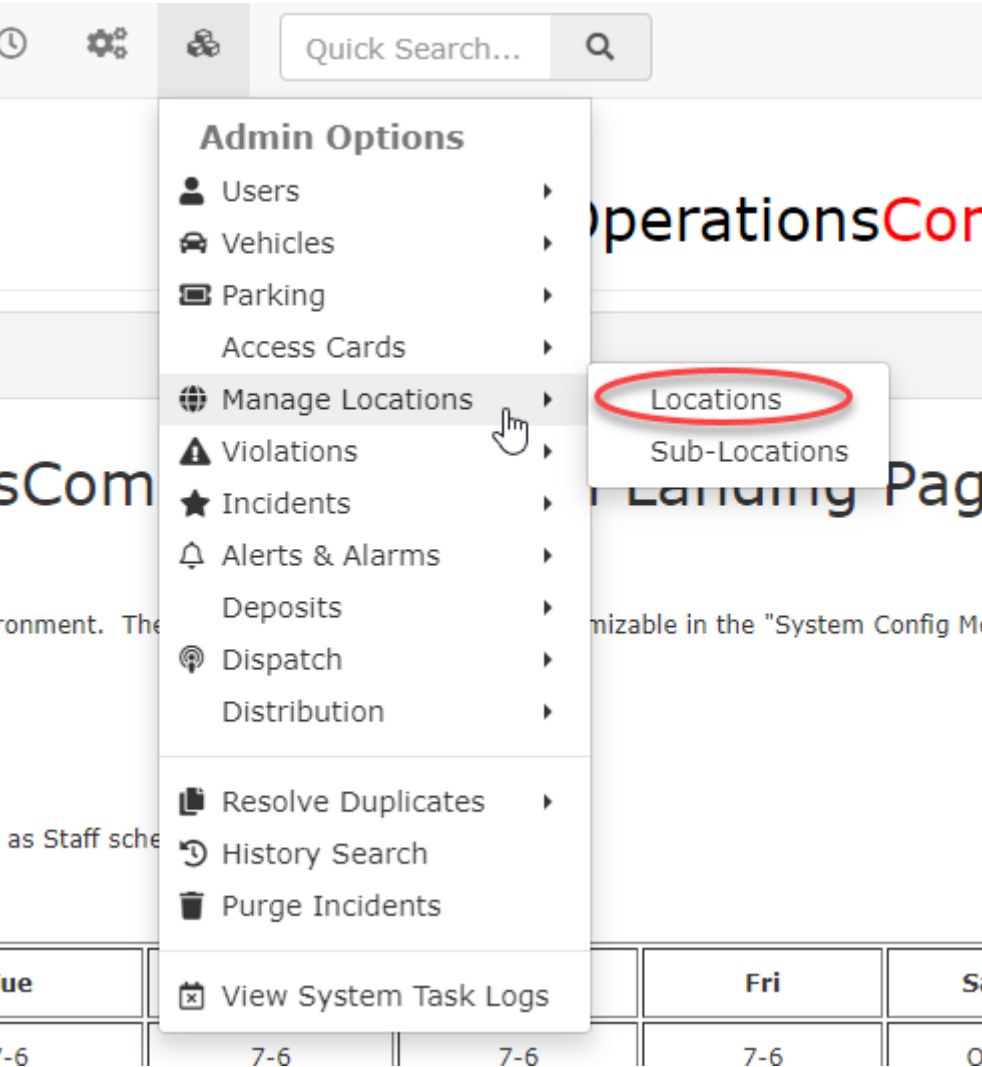


Location Setup

- [Locations](#)
- [Locations - Sub Locations](#)


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.

