Location Configuration

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

Locations

The **Manage Locations** feature in OPS-COM allows administrators to define and organize various physical locations relevant to your operations, such as buildings, parking areas, or specific points of interest. This is crucial for accurate incident reporting, violation tracking, and providing clear geographical context within the system.

Using this Feature

The **Manage Locations** page provides a straightforward interface to add and delete various locations.

1. Hover over **System Configuration,** then **Manage Locations,** and click **Manage Locations**.

Adding Locations

1. Click the **Add Location** button.
2. **Enter the name** of your new location (e.g., "Mulloy Library").
3. **Select the Sub-Location(s)** you would like associated with this main location.

    - Sub-Locations are specifically used in **incident reporting** and do not apply to vehicle violations.

4. To make the location visible to violation writers on handheld devices or the admin side, enable the **Writer Visible** checkbox beside the location name.
5. The **GIS Number** field is optional and is used by clients who utilize a geographic location code (GIS maps).
6. Click **Save Changes** to create the new location.

The **Manage Locations** page will refresh and display a confirmation message indicating that the **Location has been updated** (or added).

Editing Locations

1. Locate the **Location** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

Deleting Locations

A location can only be deleted from the system if it is **not associated with any existing records** (e.g., incidents, violations, or other data where this location is referenced).

1. If a location is eligible for deletion, you will see a **Delete** button specific to that location
2. Click the **Delete** button and confirm. This action will permanently remove the location from the system.

Best Practices & Considerations

- **Descriptive Naming**: Use clear and concise names for your locations (e.g., "Main Campus Building A," "West Parking Lot," "Gymnasium Entrance"). This improves clarity for all users.
- **Sub-Location Usage**: Leverage sub-locations to provide more specific detail for incident reporting, which can be crucial for detailed record-keeping and analysis.
- **Writer Visibility**: Carefully consider which locations need to be "Writer Visible" for your enforcement officers to ensure accurate violation reporting.
- **Data Integrity**: Always ensure that a location is not actively referenced by any system records before attempting to delete it. Reassigning records to another valid location is crucial to prevent data inconsistencies.

Locations - Sub Locations

Sub-locations in OPS-COM allow administrators to define more granular areas within a main location, primarily for detailed incident reporting. This feature enhances the precision of incident documentation by pinpointing specific spots within a larger location, providing richer context for investigations and analysis.

Using this Feature

The **Manage Sub-Locations** page provides a straightforward interface to add and delete various sub-locations.

1. Hover over **System Configuration,** then **Manage Locations,** and click **Manage Sub-Locations**.

Adding Sub-Locations

1. Click the **Add Sub-Location** button.
2. **Enter the name** of your new location.
3. The **GIS Number** field is optional and is used by clients who utilize a geographic location code (GIS maps).
4. Click **Save Changes** to create the new location.

The **Manage Sub-Locations** page will refresh and display a confirmation message indicating that the **Location has been updated** (or added).

Editing Sub-Locations

1. Locate the **Sub-Location** you wish to modify in the list.
2. Click the **Edit** button next to it.
3. Make your updates and click **Save Changes**.

Deleting Sub-Locations

A sub-location can only be deleted from the system if it is **not associated with any existing records** (e.g., incidents, violations, or other data where this location is referenced).

1. If a sub-location is eligible for deletion, you will see a **Delete** button specific to that location
2. Click the **Delete** button and confirm. This action will permanently remove the location from the system.

Best Practices & Considerations

- Detail for Incident Reporting: Sub-locations are primarily for incident reporting. Use them to add specific detail that goes beyond the general "Location" (e.g., within "Mulloy Library" you might have "Reading Room," "South Entrance," "Loading Dock").
- Clarity in Naming: Use clear and concise names for your sub-locations to make incident reports easily understandable.
- GIS Integration: If your organization uses GIS data, ensure your GIS numbers for sub-locations are accurate and consistent with your mapping systems.
- Data Integrity: Always ensure that a sub-location is not actively referenced by any system records before attempting to delete it.