

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.
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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.
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