

# Location



Figure 52 Settings >> Location

This tab allows the admin to create and manage different locations for the agency.

The screenshot shows the 'Location List' page. At the top right, there is a search bar and a '+ NEW' button. Below is a table with columns: LOCATION CODE, LOCATION NAME, STREET #, STREET NAME, and ACTION. The table contains 11 rows of location data. The 'ACTION' column for each row has a three-dot menu with 'Edit' and 'Delete' options. At the bottom, there is a pagination control showing 'Page 1 of 11 (104 Items)' and a list of page numbers (1, 2, 3, 4, 5, ..., 11).

LOCATION CODE	LOCATION NAME	STREET #	STREET NAME	ACTION
UNIV	ARMS UNIVERSITY	200	UNIVERSITY AVENUE	...
OLDT	OLD TAYLOR ROAD	123	OLD TAYLOR ROA	...
CIRC	CIRCLE APARTMENTS GENERAL	123	MAIN STREET	...
123	DEPARTMENT	351	MOLLY BAR	...
788	PARKWOOD HALL	427	CANDIO	...
CALG	CALGARY APARTMENTS	233	CANDIO	...
08	BARNARD OBSERVATORY	201	ALL AMERICAN DRIVE	...
CROF	CROFT INSTITUTE	1974	UNIVERSITY CIRLCE	...
OLDATH	OLD ATHLETICS	620	ALL AMERICAN DRIVE	...
FEX	FED EX CENTER	836	ALL AMERICAN DRIVE	...

Figure 53 Location

**Add/Edit Locations** – Locations can be added, and edited, with each requiring information for Agency Site, Location Code, Location Name, Street Number, and Street Name. They can also be marked Active or Inactive, as needed.

The 'EDIT LOCATION' dialog form contains the following fields and controls:

- AGENCY SITE \***: A dropdown menu with 'Main Campus' selected.
- LOCATION CODE \***: A text input field containing 'UNIV'.
- LOCATION NAME \***: A text input field containing 'ARMS UNIVERSITY'.
- STREET NUMBER \***: A text input field containing '200'.
- STREET NAME \***: A text input field containing 'UNIVERSITY AVENUE'.
- ACTIVE**: A checked checkbox.
- UPDATE**: A green button at the bottom right.

Figure 54 Dialog >> Edit Location