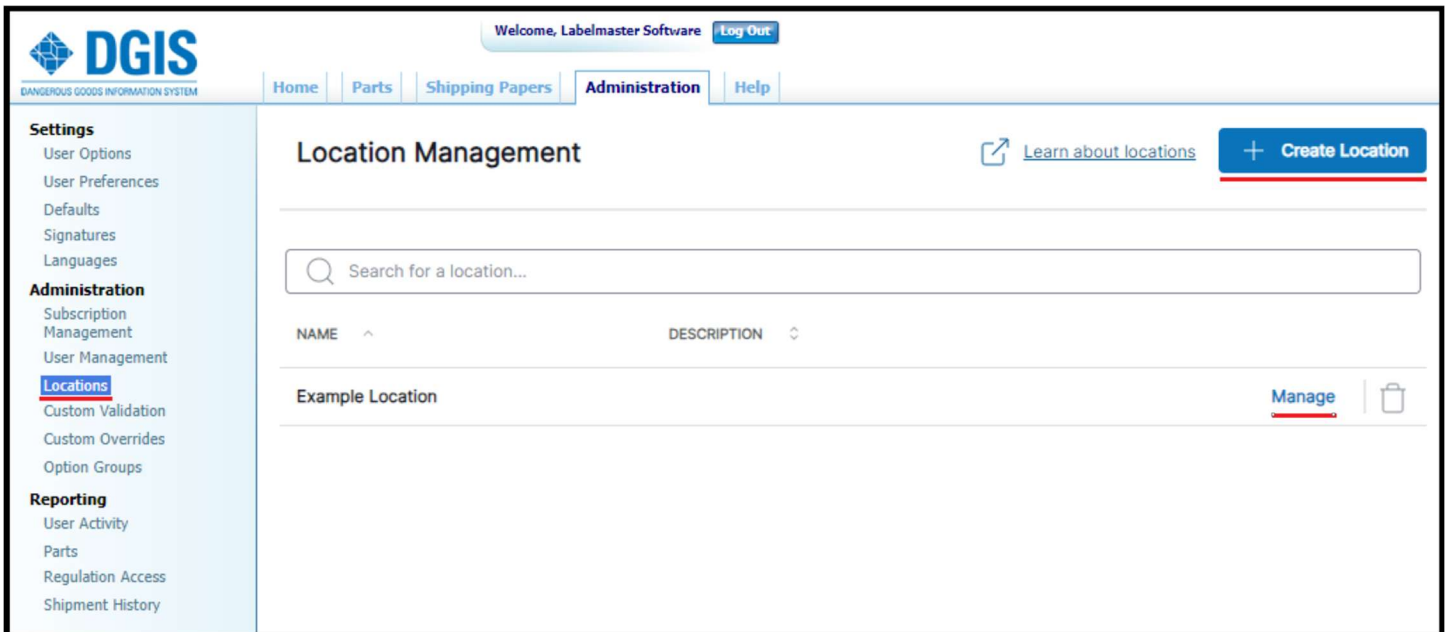**Location Management (5.2)**

Starting with the release of DGIS 5.2, the Administration tab has been updated in an effort to consolidate administrative functions and make the DGIS experience more pleasant, and efficient. The location screen has been given a new look, and organization.

Location Management Layout

The Location Management screen will be visible to Administrators and Managers after clicking the Locations link in the left-hand side view in the Administration tab.

Creating Locations

To create a new Location:

1. Click on the Administration tab.

2. Click Locations in the left-hand side view.

3. Click the "Create Location" button.

4. Enter a Value for the location "Name".

    1. (Optional) Select an "Option Group" to apply to all users in the location.

    2. (Optional) Enter a "Description" for the location.

5. Click the checkbox next to users names to assign them to the location.

    1. (Optional) Click the "Parts" tab to assign parts to the location

Location Management (5.2)

2. (Optional) Click the "Shipping Templates" tab to assign shipping templates to the location.

3. (Optional) Click the "FedEx Meter Numbers" tab to assign your FedEx meter number to the location.

6. Click "Save" at the top to finish creating, and save your location.

If "Parts", "Shipping Templates", or "FedEx Meter Numbers" has more than 500 items, users will need to click the "Load additional items" button at the bottom of the page to assign all items to the location

*Each value entered in the Enter Location name field must be unique. A Location name **cannot** be more than 100 characters*
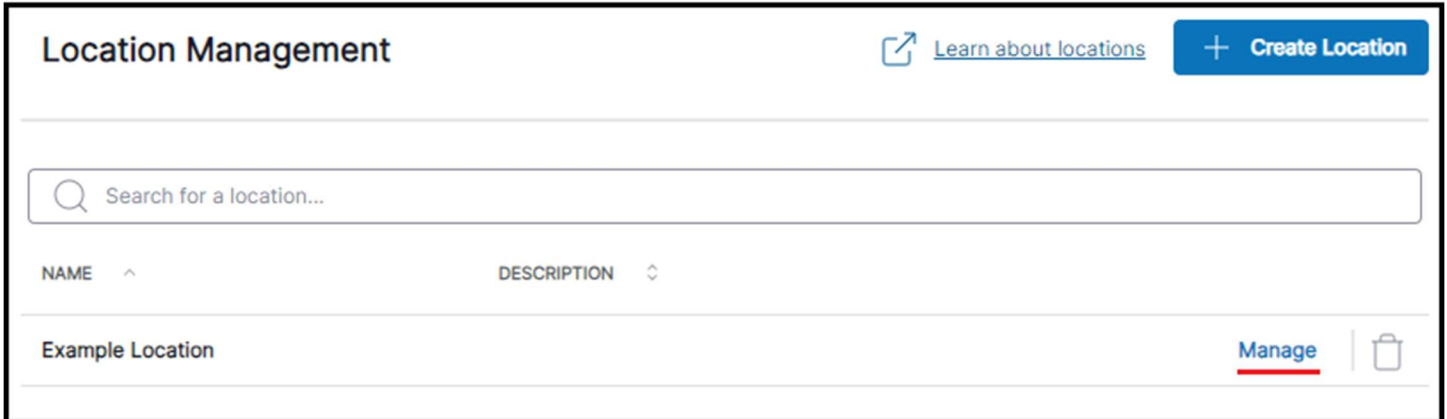

Viewing Locations

To view or edit the information for a location:

1. Click on the Administration tab.

2. Click Locations in the left-hand side view.

Location Management (5.2)

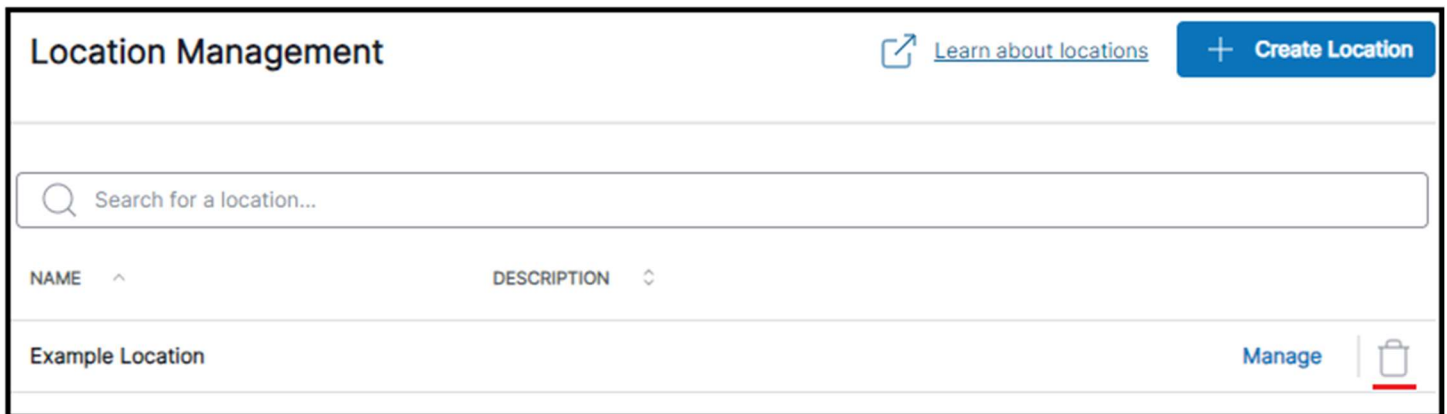3. Click "Manage" next to the location you would like to view
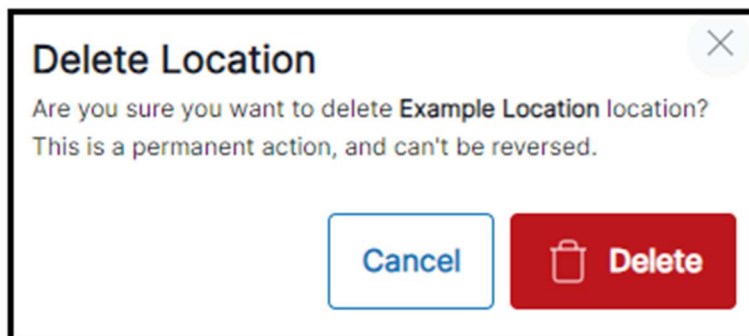

Deleting Locations

To delete an existing location:

1. Click on the Administration tab.

2. Click Locations in the left-hand side view.

3. Click the trashcan icon.

4. Click the "DELETE" button on the confirmation dialog.