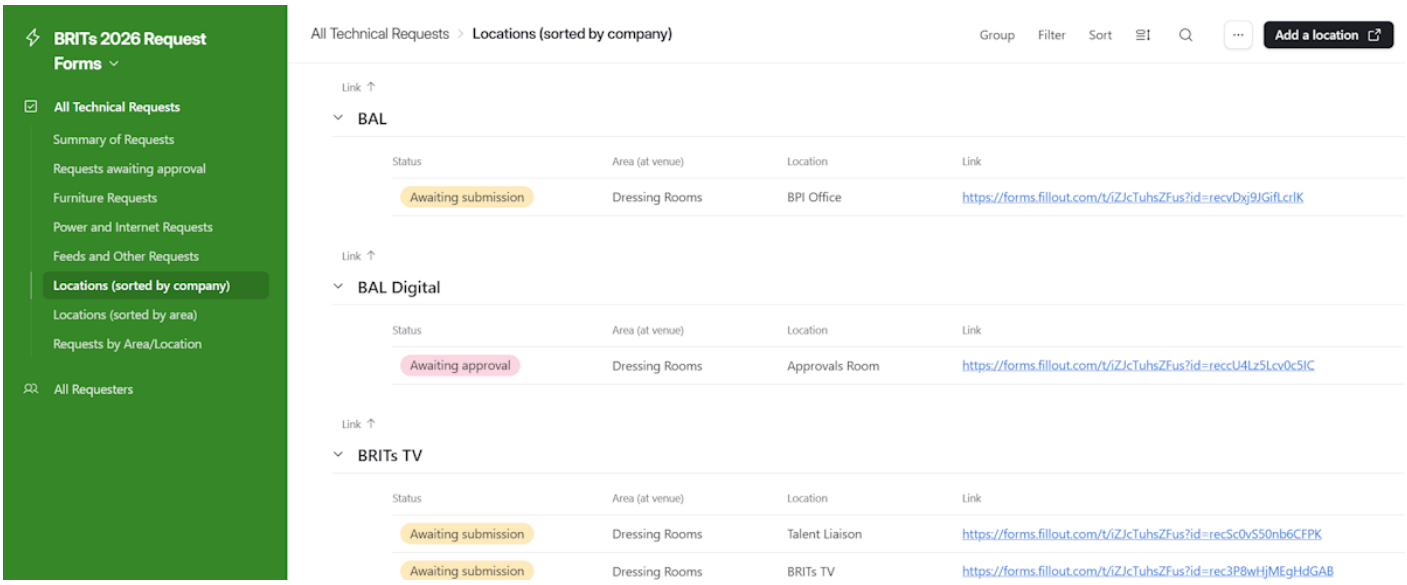
Locations

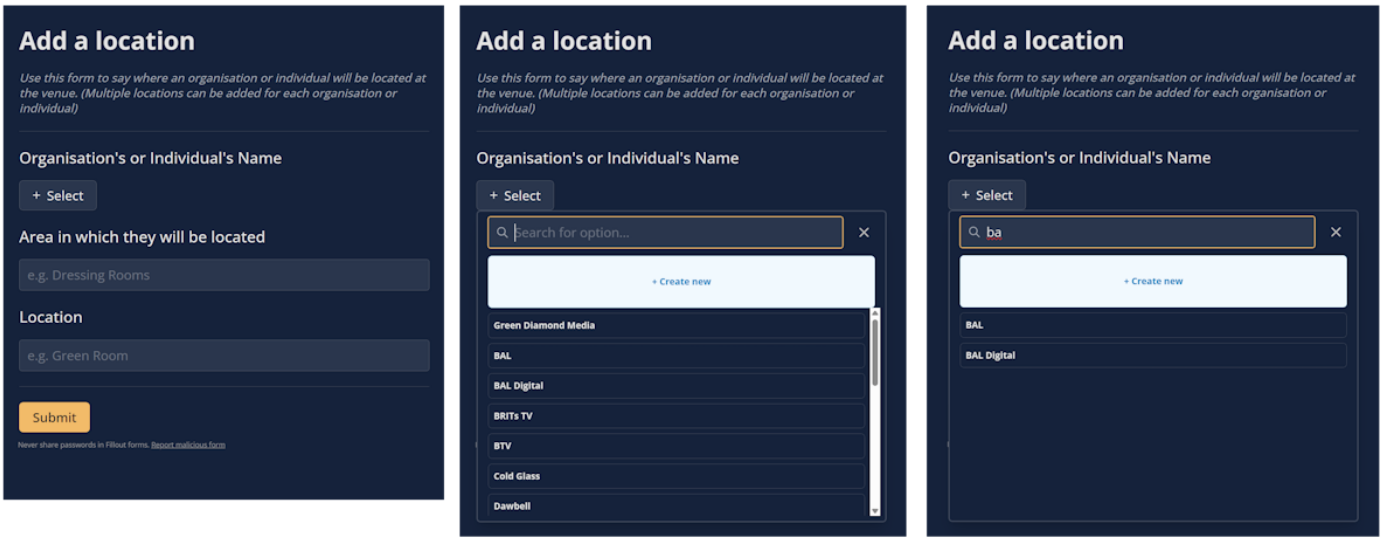
'Locations' are spaces allocated to specific individuals or organisations. An example would be the space allocated to the BAL Digital team, which is a room in the Dressing Rooms area.

To add this location to the requests database, simply select *Locations (sorted by company)* or *Locations (sorted by area)* from the menu, then click the *Add a location* button.



After clicking the *Add a location* button, you will be taken to a form that will allow you to select the individual or organisation and enter the area and location of the space allocated to them.

Click on the + *Select* button to see a list of individuals and organisations already in the system. Click on the appropriate name to select that individual or organisation. You can narrow down the list by entering a few characters into the *Search for option...* box, and you can also add a new individual or organisation by clicking + *Create new*.



Once you have selected the correct name, enter the Area and Location of the space allocated to the individual or organisation and click the *Submit* button.

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