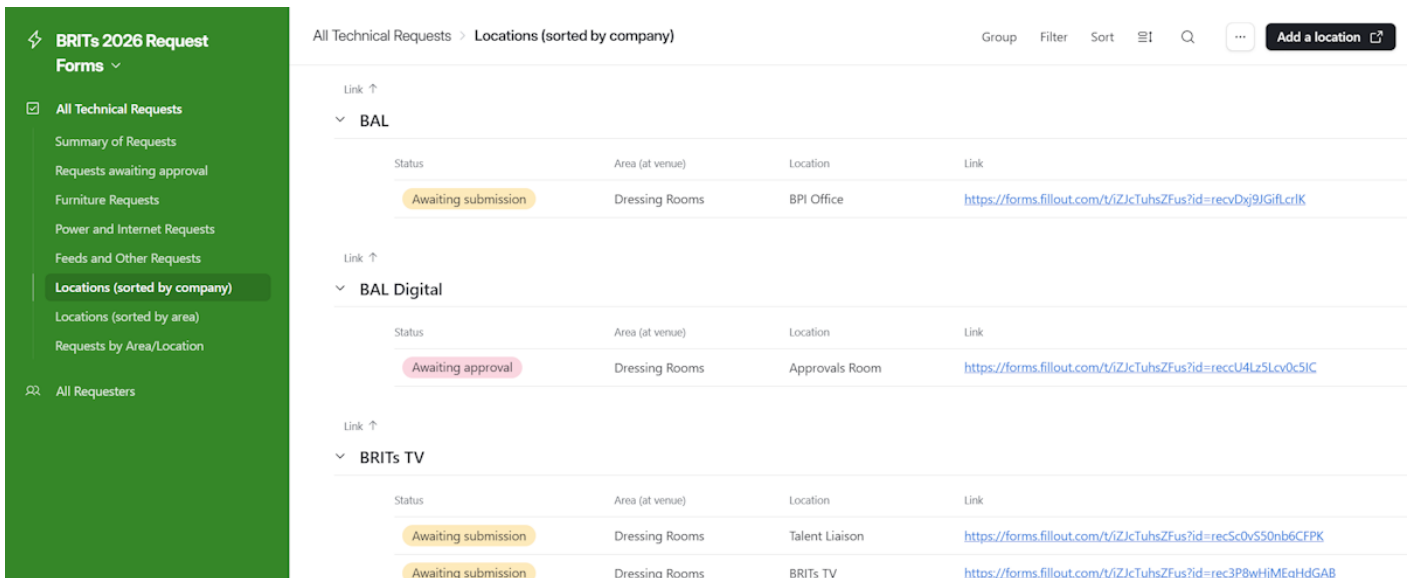


Locations

'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.



The screenshot shows the 'All Technical Requests > Locations (sorted by company)' page. The left sidebar contains a menu with 'BRITs 2026 Request Forms' and 'All Technical Requests' expanded, showing various request categories. The main content area has a header with 'All Technical Requests > Locations (sorted by company)', navigation options (Group, Filter, Sort, etc.), and an 'Add a location' button. The data is organized into three sections, each with a 'Link ↑' and a dropdown arrow:

- BAL**: One location with status 'Awaiting submission', area 'Dressing Rooms', location 'BPI Office', and link <https://forms.fillout.com/v/iZjCTuhsZFus?id=recvDxj9JGiflcrIK>
- BAL Digital**: One location with status 'Awaiting approval', area 'Dressing Rooms', location 'Approvals Room', and link <https://forms.fillout.com/v/iZjCTuhsZFus?id=recU4Lz5Lcv0c5IC>
- BRITs TV**: Two locations, both with status 'Awaiting submission', area 'Dressing Rooms', locations 'Talent Liaison' and 'BRITs TV', and links <https://forms.fillout.com/v/iZjCTuhsZFus?id=recSc0yS50nb6CFPK> and <https://forms.fillout.com/v/iZjCTuhsZFus?id=rec3P8wHjMEgHdGAB>

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*.

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Area in which they will be located

e.g. Dressing Rooms

Location

e.g. Green Room

Submit

Never share passwords in Filofax forms. Report malicious forms

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Search for option...

+ Create new

- Green Diamond Media
- BAL
- BAL Digital
- BRITs TV
- BTV
- Cold Glass
- Dawbell

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Search for option... ba

+ Create new

- BAL
- BAL Digital

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.

Revision #2

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