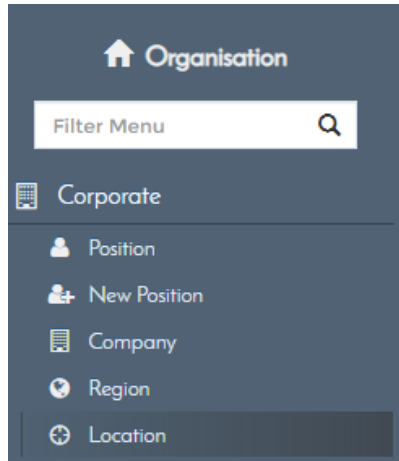


How to: Locations

LOCATIONS



To view the Location Report:

- Navigate to HR > Organisation
- Click Corporate on the side menu
- Click Location

	Location ID	Location Name	Type	Parent Location
	HOGCAS	Hogwarts Castle		Hogwarts Castle
	HOGMEA	Hogsmeade		Hogwarts Castle
	MUGLON	Muggle London		Muggle London
	PDRIVE	Privet Drive		Muggle London

The Location link opens the Location report, which allows you to modify or create new Locations.

- Click the icon to edit an existing Location
- Click the icon to create a new Location

Note: It is recommended that you link locations to regions. To prevent errors, make sure the Location ID is unique.