

Change Location

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You can change your location when:

- You have access to more than one domain, region, or location, or
- You have administrative access that includes domains and locations.

The domain you are viewing or working with determines the tasks you can perform. For instance, you must change to the appropriate domain before you can add to or change it.

If the task you are performing requires you to be in a specific domain, the **change location** link, located above the table, provides access to the locations available to you.

Example: An administrator at *Central* (a regional domain) wants to view inventory at the *City Clinic Glendale* (a locational domain).

The administrator logs in to EMSupply, clicks **change location**, expands the *Central* region to see the locations within it, and then expands the location to see the sub locations. They are then able to select *City Clinic Glendale* to view all inventory at that location.