Add a Sub Location

Home > EMSupply > EMSupply Domains > Add a Sub Location



Depending on your role and rights, you may be able to add sub locations to a location.

To add a sub location

- 1. On the Settings tab, click Domains. The Domains page opens.
- Expand the domain hierarchy in the left pane. The pane shows the existing regions.
 Locate, expand, and select the appropriate region. The left pane shows the existing locations.
- 4. Locate, expand, and select the appropriate location. The left pane shows the existing sub locations.
- 5. Click Add Sub Location. The right pane shows the fields to complete.
- 6. Enter the sub location's Name.
- 7. Enter its Description.
- 8. Click Save.