

Add a Sub Location

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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.
2. Expand the domain hierarchy in the left pane. The pane shows the existing regions.
3. 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**.