

## Location Types

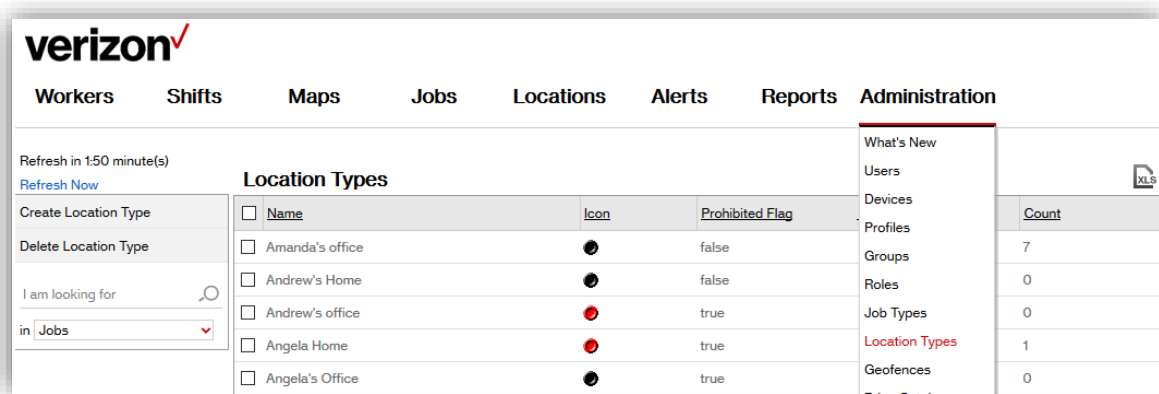
The Location Types will allow you to customize and configure the types and icons of various locations created in the account based on your business requirements.

### What’s in it for me:

The Location Types tab provides you the flexibility to customize the location types and choose from various colored icons. It helps the web users to differentiate the locations such as; vendor sites, worker’s homes, or any other location a worker might frequently visit.

### How to access the Location Types page?

- Navigate to **Administration**.
- Select **Location Types** tab.



### How to Create a new Location Type?

- Select the Location Types under the Administration tab.
- Click on **Create Location Type** from the toolbar at the left side.
- Enter the **Location Type name**. If this is a “Prohibited” Location check the Prohibited checkbox.
- Select an image/icon by clicking the left and right arrows.
- Click **Save or New** to create another Location Type.

### Terminology:

- **Name:** Name of the Location Type.
- **Icon/Image:** Web User can select any Icon from the various available options.
- **Prohibited Flag:** It provides “True or False” options indicating if the location type is prohibited or not prohibited.
- **Count:** It shows the total number of locations assigned to the location type.
- **XLS:** It provides an option to download all the Location types in XLS format spreadsheet.

### Create Location Type

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Name:  \*

Prohibited:

Image: ← → Press & hold arrow to cycle images.

**\* Required**

### How to Edit an existing Location Type?

- Select the Location Types under the Administration tab.
- Click on the Location Type you would like to edit from the list of Location Types.
- Click **Edit Location Type** option in the pop up box.
- Modify the information and click **Save & Close**.

Location Types - Jason's Work Location
X

**Edit Location Type**

**Delete Location Type**

### Edit Location Type

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Name:  \*

Prohibited:

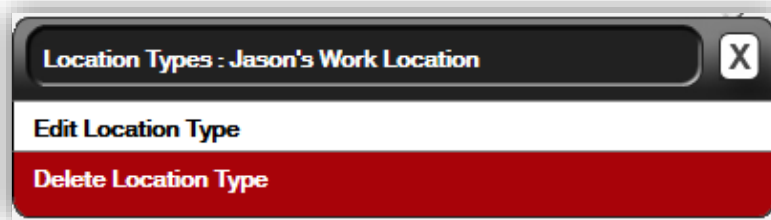
Count:

Image: ← → Press & hold arrow to cycle images.

**\* Required**

### How to Delete an existing Location Type?

- Select the Location Types under the Administration tab.
- Click on the Location Type you would like to delete from the list of Location Types.
- Click **Delete Location Type** option in the pop up box.
- If there are no locations assigned to the location type you are deleting, the Location type will be deleted.



**Note:**

- If there are locations assigned to the location type you are deleting then a window will prompt you to assign the locations to a different location type.
- Once the locations are assigned to a new Location Type, Click **OK**.

