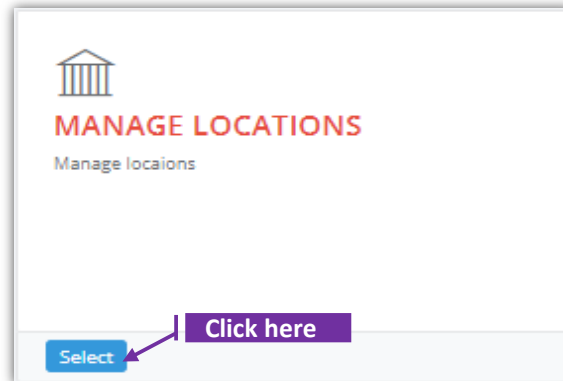


Add or manage locations (Training centers or Administration)



Set-1: Steps

- Click 'Select' button in 'MANAGE LOCATIONS' tile from the dashboard.
 - Only the User who is set as an 'Authorized User' to an Organization/Service Provider/Training Provider will have access to this tile.
- Authorized User will be navigated to a page where the employees can be added to an organization or the list of employees can be viewed.

MANAGE LOCATIONS
View, Add and Update Locations

Back Add New Location

List of locations

Service Provider: Silver Spring Associates

Attention Of	Location Address	Action
LOC-1 Trainer	511 Test Location One, Ellicott City, Maryland - 21045	Edit/View
Loc-2 Primary Instructor	511 Location two, Elkridge, Maryland - 21043	Edit/View
Loc-3 Recognized Expert	514 Location three, Hanover, Maryland - 21045	Edit/View
Loc-3 Primary Instructor	514 Location three, Hanover, Maryland - 21045	Edit/View

Set-2: Steps

- Click 'Add New Location'. Manage Employee page will be displayed.

Add a new location for the corporate

Add New Location

Service Provider
Select a provider

Attention Of
Attention Of

State
Select a state

Street / PO Box
Street / PO Box

City
City

Zip Code
Zip Code

Save Location Cancel

Set-3: Steps

- Authorized User must select the service provider for which the location will be added.
 - Service Provider dropdown will show the list of corporates for which the signed-in User is authorized to manage the business. Typically there will be only one corporate but if there are more than one corporate, then the Authorized User must carefully select the right corporate while managing the employees.
- Provide the required information & Click 'Save Location'.
- Click 'Edit/View' to update location information.

Service Provider:
Silver Spring Associates

Attention Of	Location Address	Action
LOc-1 Trainer	511 Test Location One, Ellicott City, Maryland - 21045	Edit/View
Loc-2 Primary Instructor	511 Location two, Elkridge, Maryland - 21043	Edit/View

Notes:

- Service Provider location(s) added through this workflow will show-up in scheduling classes. Authorized users of a business must make sure the right locations are added here before scheduling a class planned to be conducted at a physical address.