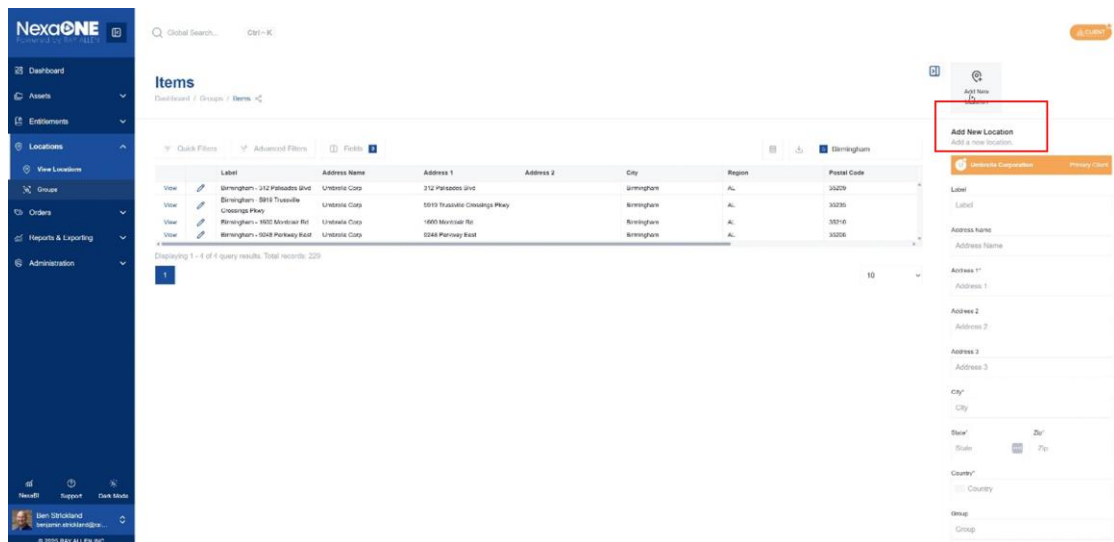


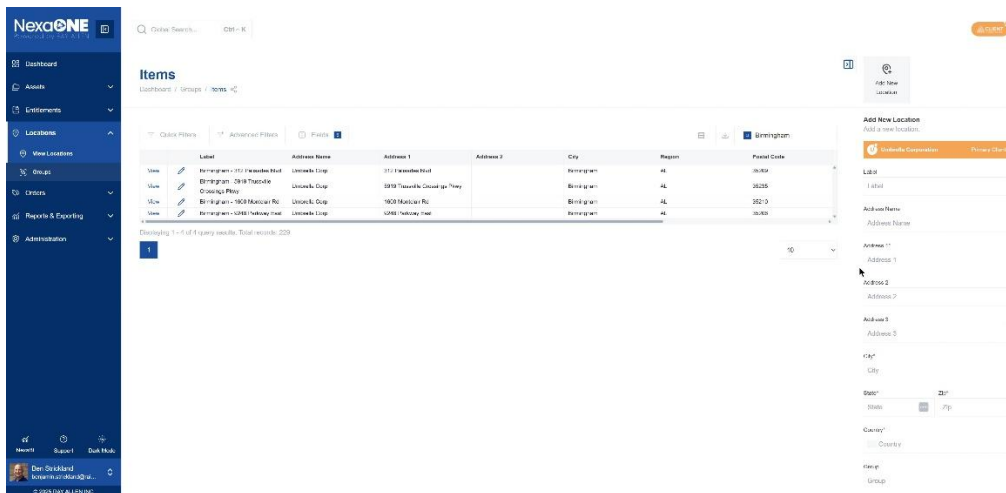
Location Management > View Locations > Actions > Add New Location

Adding a New Location

1. **Click the "Add New Location" button in the contextual bar.** This button initiates the process of creating a new location record in the system.



2. **Enter a label for the new location.** The label is a short, descriptive name that will be used to identify the location throughout NexaONE.
3. **Input the address details:** address name, address 1, address 2, city, state, zip code, and country. Provide complete and accurate address information to ensure proper location identification and mapping. Address 1 and Address 2 fields allow for detailed street-level information.
4. **Specify the group to which the new location belongs.** Assign the location to a relevant group for organizational and reporting purposes. This helps in categorizing locations based on region, function, or any other relevant criteria.



5. **Click "Add Location" to create the new location request.** This action submits the new location details and initiates the creation process.

