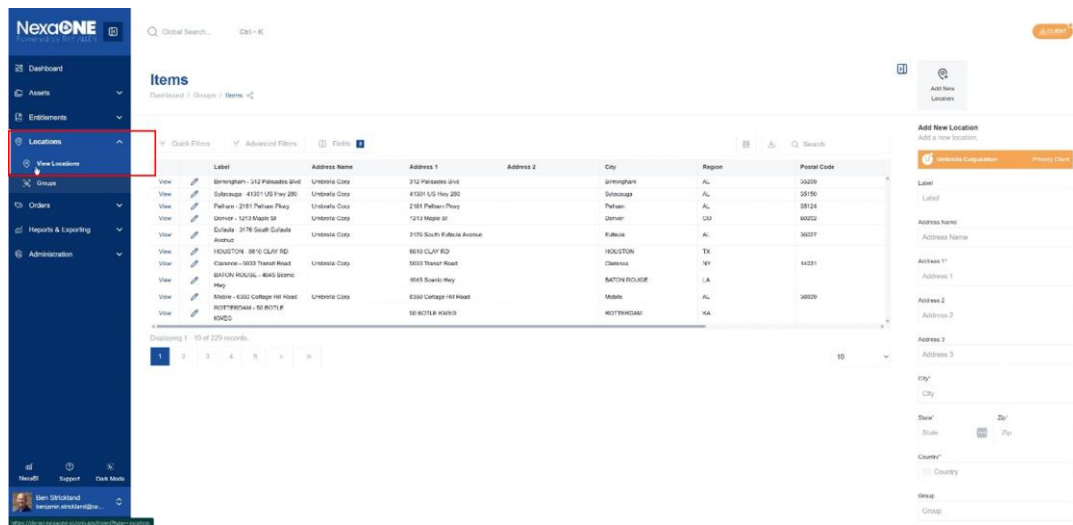


Location Management > View Locations

Accessing Locations Management

1. **Navigate to the menu.**
2. **Select "Locations".**
3. **Select "View Locations".** This action will take you to the Locations Management interface, where you can view and manage your locations.

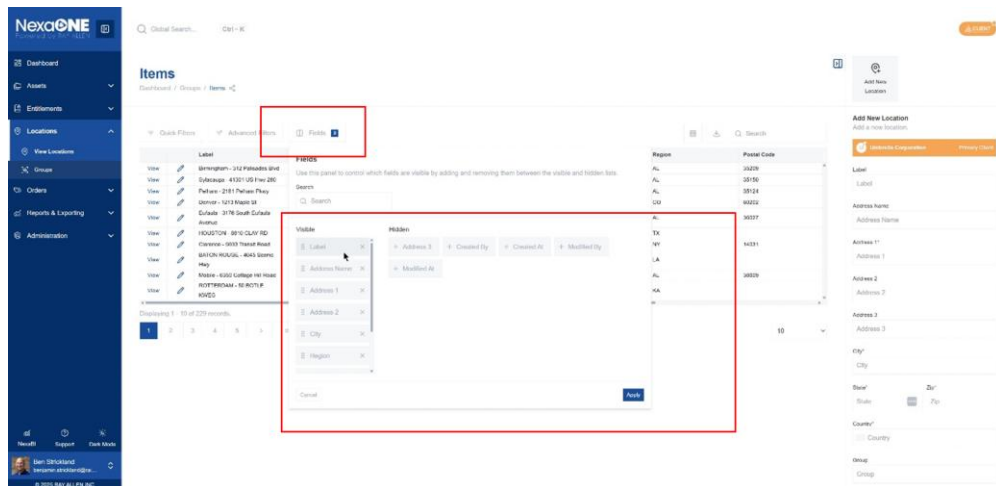


Understanding the Locations Table

Upon accessing Locations Management, a table displaying location information is presented. This table provides an overview of all your configured locations and their key details. This table functions similarly to other modules within NexaOne, ensuring a consistent user experience.

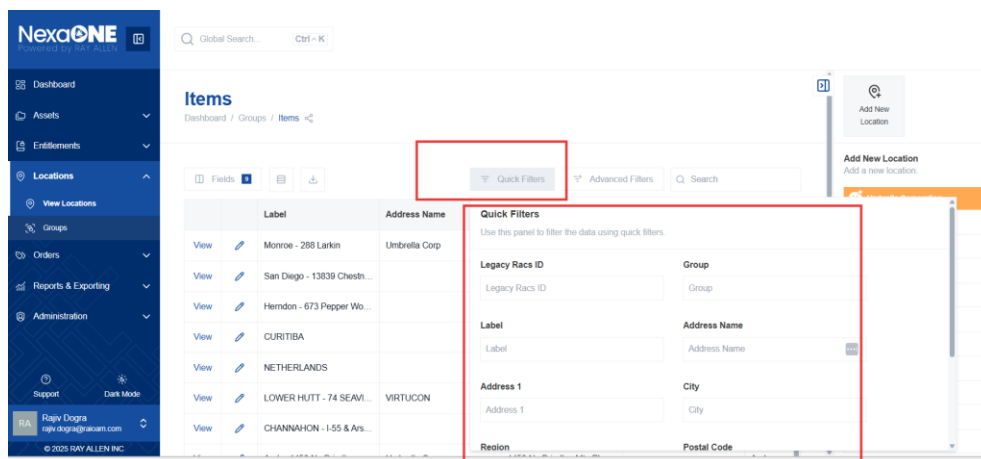
Modifying Table Items (view)

1. **Use the "Fields" panel to customize the table view.** The "Fields" panel allows you to choose which columns are displayed in the table, tailoring the view to your specific needs.
2. **Add or remove visible/hidden fields.** This feature lets you include or exclude specific data points related to each location.
3. **Rearrange fields to optimize your preferred view.** Drag and drop the column headers to reorder them for efficient data analysis.



Filtering and Searching

1. **Utilize quick filters for common searches.** Quick filters provide pre-defined criteria to quickly narrow down the list of locations based on common attributes.



2. **Employ advanced filters for more specific queries.** Advanced filters allow you to create custom filtering rules using multiple criteria and operators, enabling highly targeted searches.

NexaONE
Powered by RAY ALLEN

Global Search... Ctrl + K

Items
Dashboard / Groups / Items

Fields Quick Filters **Advanced Filters** Search

	Label	Address
View	Monroe - 288 Larkin	Umbrella C
View	San Diego - 13839 Chestn...	
View	Herndon - 673 Pepper Wo...	
View	CURITIBA	
View	NETHERLANDS	
View	LOWER HUTT - 74 SEAVI...	VIRTUCO
View	CHANNAHON - I-55 & Ars...	

Filters
You can use the filter panel to build custom filters by selecting a field, choosing a comparison, and entering a value. (AND/OR logic, and use Templates to save your filters and reuse them later.)

Filter: **New**

AND+ Please Select Equals Value...

+ AND + OR

No Saved Filter Templates

3. **Use the search bar in the top right corner to find a particular location.** Simply enter a location name or keyword in the search bar to instantly locate matching entries.

NexaONE
Powered by RAY ALLEN

Global Search... Ctrl + K

Items
Dashboard / Groups / Items

Fields Quick Filters Advanced Filters Search

	Label	Address
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