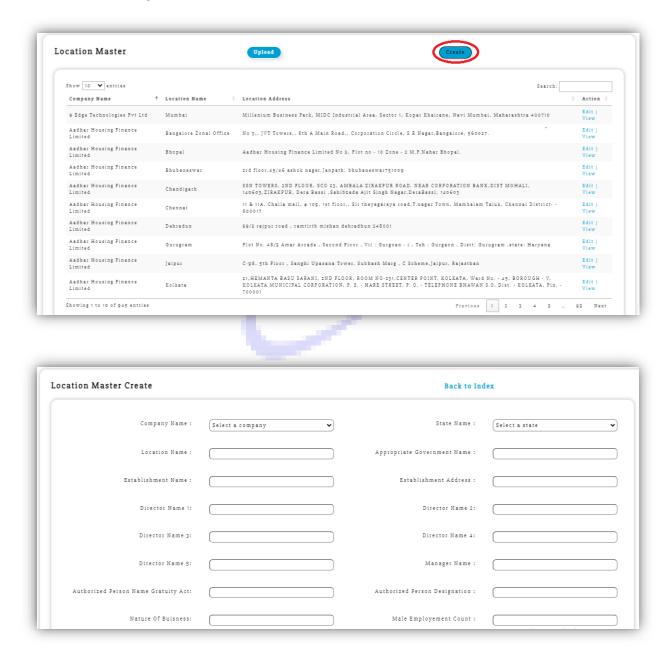


## 1.2 Location.

The user can create the company location in an individual manner as well as upload multiple locations at once.

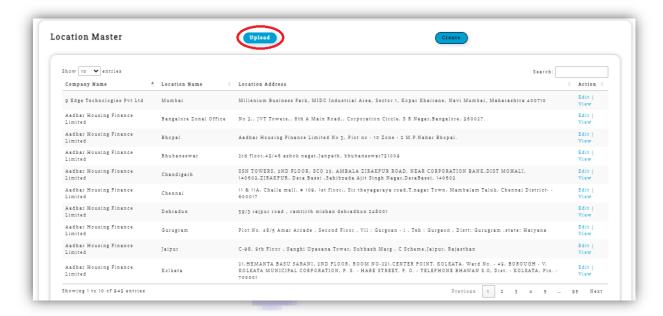
• While creating individual locations use the Create tab in the screen shown below.



 Furthermore, under the Location Master Create section, select the company from the dropdown which displays the company names from the company master, and then fill in the rest of the fields and submit.



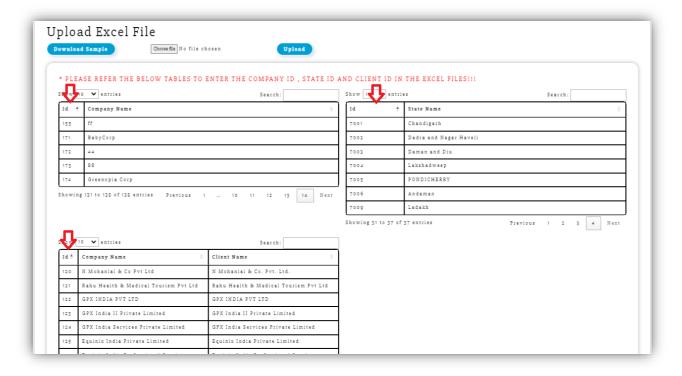
• While creating multiple locations use the Upload tab on the screen shown below.



• In the Upload Excel File section below, it is important always to download the fresh sample using the Download Sample button.



• Inside the sample Excel, it is mandatory to insert the 'company\_id', 'state\_id', and the 'client\_id' by referring to the tables provided in the Upload Excel File screen shown below.



After filling in the necessary information Upload the sample Excel and after the successful
upload, the data will be reflected in the location master Index.

**Note:** It is important to ensure that the correct format of the Excel file is uploaded for the data to reflect in the system. Thus the user must maintain the following protocols in Excel format:

- Do not change or edit the headers.
- > Do not add new columns.
- Do not change the sequence of the columns.
- > Do not put space before or after the value inserted in the cells.
- > Do not edit the name of the sheet and do not add new sheets.
- Make sure to download the fresh Excel sample file each time for uploading, to incorporate any system updates.