

**[PF-48] Verify Location functionality**

Created: 21/Apr/23 12:41 PM - Updated: 22/Jun/23 2:05 PM - Resolved: 22/Jun/23 2:05 PM

<b>Status:</b>	Done
<b>Project:</b>	Project final
<b>Component/s:</b>	None
<b>Fix Version/s:</b>	None

<b>Type:</b>	Task	<b>Priority:</b>	Medium
<b>Reporter:</b>	Sabina Gabor	<b>Assignee:</b>	Unassigned
<b>Resolution:</b>	Done	<b>Votes:</b>	0
<b>Labels:</b>	None		
<b>Original Estimate:</b>	Not Specified		
<b>Remaining Estimate:</b>	Not Specified		
<b>Time Spent:</b>	Not Specified		

**Description**

Under Locations, the HR admin can add details of sites and branches of the company. You are also able to track the number of employees working for a particular location once employees are tagged to the locations when building up the PIM Module.

To add a location go to Admin>>Organization>>Location and click "Add" and the screen as shown in Figure 2.7 would appear.

Click "Save" once the fields are added.

Name \*

Country \*

-- Select --

State/Province

City

Address

Zip/Postal Code

Phone

Fax

Notes

\* Required field

Save

Cancel

Figure 2.7: Add Location

Once a location is added, it will be listed as shown in Figure 2.8. You may also enter multiple locations. You may view location details by clicking on “Location Name”.

AddDelete

	Name	City	Country	Phone	Number of Employees
	HQ	California	United States	23156234757	10
	London	London	United Kingdom	442011134545	0

Figure 2.8: Location List

To delete a location click on the check box next to the location name. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Attachments

Name \*

Country \*

-- Select --

State/Province

City

Address

Zip/Postal Code

Phone

Fax

Notes

\* Required field

Save

Cancel

Figure 2.7: Add Location

Fig. 2.7.png (25 kB)

AddDelete

	Name	City	Country	Phone	Number of Employees
<input type="checkbox"/>	HQ	California	United States	23156234757	10
<input type="checkbox"/>	London	London	United Kingdom	442011134545	0

Figure 2.8: Location List

Fig. 2.8.png (24 kB)

**Links****Relates**

<i>relates to</i>	<a href="#">PF-49</a>	Verify if you can add a location and it is listed	Done
<i>relates to</i>	<a href="#">PF-50</a>	Verify the presence of the fields in the "Add Location" category present in Figure 2.7	Done
<i>relates to</i>	<a href="#">PF-51</a>	Verify if you can add a location without filling in the required fields	Done
<i>relates to</i>	<a href="#">PF-52</a>	Verify if you can complete the "Phone" field by adding a single digit or a number greater than 10 digits	Done
<i>relates to</i>	<a href="#">PF-53</a>	Verify if you can view location details after this was added and if you can edit them	Done
<i>relates to</i>	<a href="#">PF-54</a>	Verify if you can delete one location or multiple at the same time	Done
<i>relates to</i>	<a href="#">PF-72</a>	You can complete the "Phone" field by adding a single digit or a number greater than 10 digits	Done
<i>relates to</i>	<a href="#">PF-41</a>	Verify Organization functionality	Done