Configuring

Copying locations

You can copy a location so you can use it as a template for creating another location. Copying locations can save you time, especially when you need to create several locations with similar properties.

To copy a location:

1. Click the **Administration** tab.

2. In the left pane, click **Objects ⟹ Locations**.

3. Right-click the location that you want to copy and select **Copy**.

4. Fill in the properties.

5. Click **OK**.

After you define your locations, set the **Location** property for the objects that you can manage using locations.

Parent topic: Defining locations