Configuring

Creating locations

You can create locations for objects. For example, create locations to represent the different rooms, buildings, or sites where your printers and the objects associated with them are located. RICOH ProcessDirector does not provide predefined locations.

To create a location:

1. Click the **Administration** tab.
2. In the left pane, click **Objects ⇒ Locations**.
3. Click **Add**.
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.

> ⬇ Note:
> - You can export entries in the Locations table to a Comma-Separated Values (CSV) file. Click the ⚙ button in the top right corner of the page and select **Export table to CSV**. The exported list only contains entries for locations that match all the filters that are set. For example, you type `New York` in the filter field ▼ . The list in the CSV file contains only the entries for locations with **New York** in the location name or description. The entries are sorted by location name.

Parent topic: Defining locations