

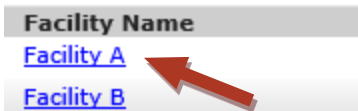
# Create a New Sublocation within a Facility

Depending on your configuration, you may only be able to have one level of sub locations. If you need more levels, have additional questions, or need assistance, please contact [customerservice@safetec.net](mailto:customerservice@safetec.net).

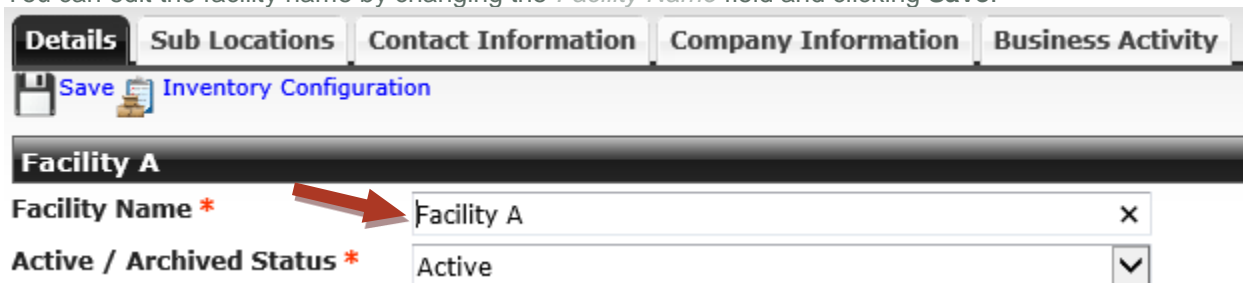
1. On the Admin Main Menu, click **Facility Management**.



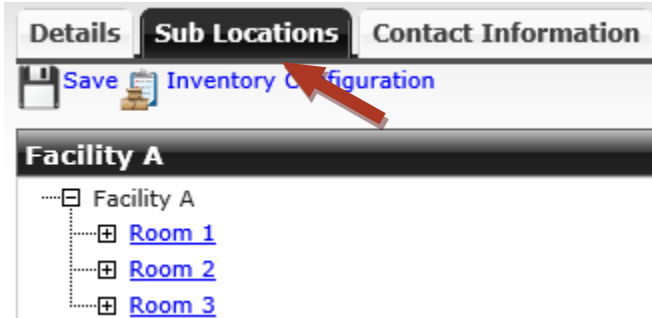
2. Select the facility you want to add a sub location to.



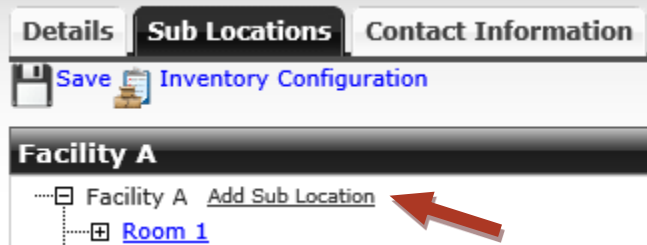
3. You can edit the facility name by changing the *Facility Name* field and clicking **Save**.



4. Click the **Sub Locations** tab to view the sub locations that are associated to this facility.



5. Move your mouse to the right of the facility that you want to add a sub location to. A link to **Add Sub Location** will appear. Click this link to bring up a screen to create a new sub location.



6. Enter in the name of the new sub location into the *Sub Location* field and click **Save**.

**Add Sub Location** ✕

**Sub Location**

**Inventory Status**

**Temporary Location**

**Active / Inactive Status**

**Owner**

**Notes**

7. The new sub location will be created. Repeat the process for adding additional sub location(s). If you need to have additional levels of sub location(s) added, you can hover your mouse over the sub location 1 level to create a sub location 2.

