

Corporate vs. Location Level

[TimeForge](#) is a very sophisticated labor management system that works well for both independently owned and operated businesses, as well as chain concepts and franchises with multiple locations. More than just an [employee scheduling system](#), TimeForge has two separate operating levels that can be customized to match your business hierarchy:

- The **Corporate** (or Corporation) level is used to manage settings that affect multiple locations, such as separate retail stores, hotels, or restaurants.
- The **Location** level is used to manage employee schedules and attendance at a specific location.

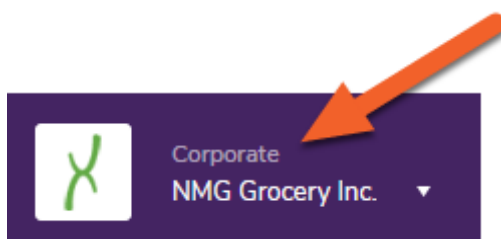
When operated by a business with more than one location, some of the functionality of TimeForge is moved to the Corporate level to ensure consistent labor reports and pay rules across all business locations.

Corporate level

The Corporate level is used to manage settings that affect multiple business locations, such as company-wide [Positions](#), [Departments](#), and [Leave Types](#).

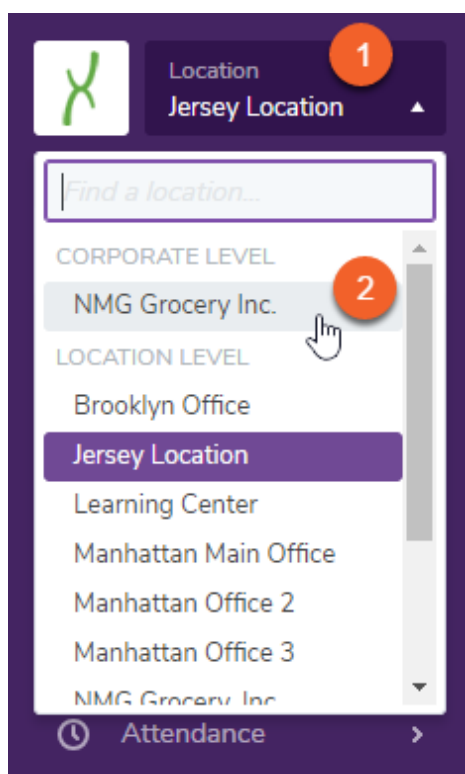
How do I know if I'm at the Corporate Level?

When you have multiple locations (2 or more) in TimeForge and you're at the Corporate level, you will see the word "Corporate" followed by the name of your business:



How do I get to the Corporate Level?

Simply click the top of the navigation pane to open up the menu, then select the name of your business under CORPORATE LEVEL.



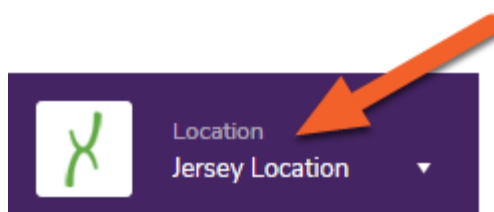
💡 Adding more locations to TimeForge is easy! [Learn how.](#)

Location level

The Location level is used to manage labor at a specific location, including [employee schedules](#) and [attendance](#).

How do I know if I'm at the Location level?

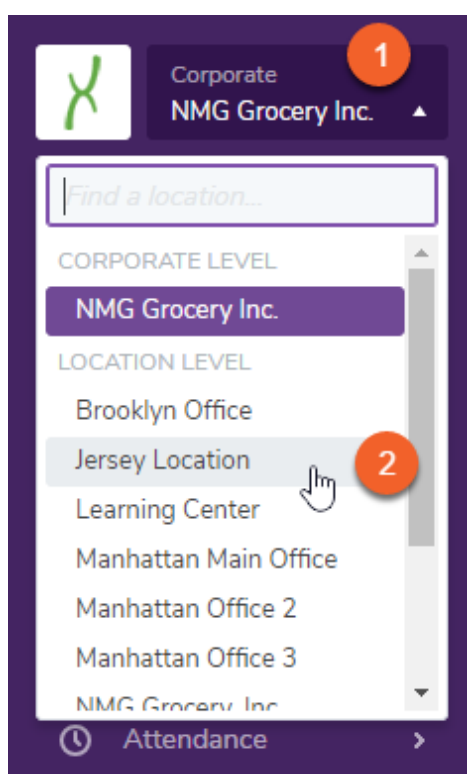
When you're at the Location level and operating with multiple locations inside of TimeForge, you will see the word "Location" followed by the name of your currently-selected location.



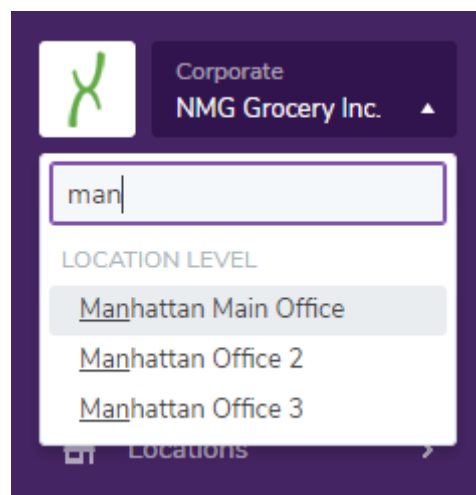
💡 Locations in need of manager attention will be displayed with an asterisk next to their name, indicating shift swaps or employee requests that are pending.

How do I get to the Location Level?

Simply click the top of the navigation pane to open up the menu, then select the name of a location under LOCATION LEVEL.



A real-time search box also allows you to quickly search through tens, hundreds, or thousands of store locations by name, store number, address, or zip code:



The screenshot shows a software interface with a dark purple header. On the left is a green logo consisting of two stylized 'X' shapes. To the right of the logo, the text 'Corporate' is displayed above 'NMG Grocery Inc.' with a small upward-pointing triangle to its right. Below this header is a search bar containing the text 'man'. A dropdown menu is open below the search bar, displaying the text 'LOCATION LEVEL' followed by three options: 'Manhattan Main Office', 'Manhattan Office 2', and 'Manhattan Office 3'. The first option is highlighted with a light blue background. At the bottom of the interface, there is a tab labeled 'Locations' with a right-pointing arrow.