

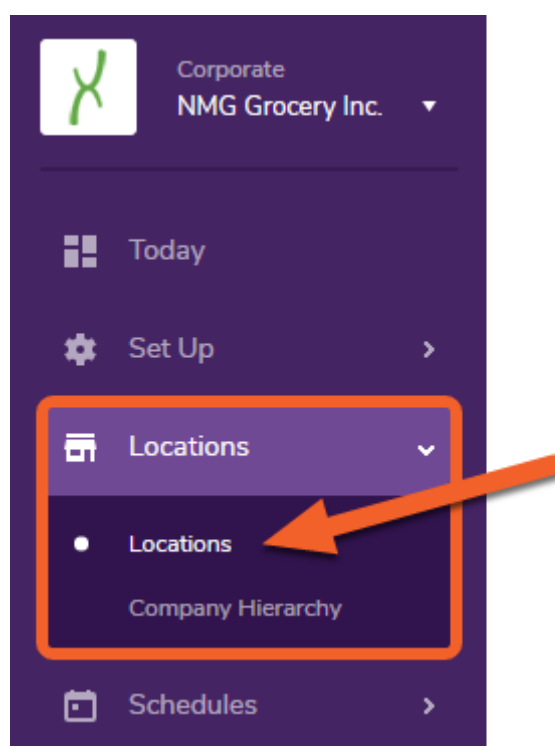
# Add, edit, or delete locations

[TimeForge](#) offers the ability to add, edit, or delete locations as needed. Locations are subsets of corporations; they are branches or specific destinations (such as buildings or addresses) where employees work. TimeForge accounts can have many different locations, and staff members can work at any number of them. TimeForge automatically handles collisions/conflicts between various locations so that staff members are not scheduled to work in multiple locations at once. Information for all locations can be handled by managers at the [Corporate level](#), or for one location at a time at the [Location level](#).

The ability to have and manage multiple locations from one account allows managers to streamline their scheduling, attendance, and sales by connecting the information for each location and allowing comparisons to be made.

## Navigate to the Locations page under the Locations tab

From the Corporate level, open the **Locations tab** and select **Locations**.



## Add, edit, or delete locations, all from one screen

From the Locations page, it's easy to add, edit, or delete locations.

**Locations**

Physical places of employment, or stores, within your company. From here, you can add, edit, or delete your locations.

**+ Add Location**

Search



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NAME	ADDRESS	CITY	STATE	ZIP	COUNTRY	PHONE	Fields	Export
Brooklyn Office	567 Poltergeist St.	New York	NY	11223	US	555-555-3637	Edit	Delete
Jersey Location	442 Psychic Way	Newark	NJ	07101	US	555-555-2232	Edit	Delete
Learning Center	334 Education St. Suite 88	New York	NY	10002	US	555-555-6660	Edit	Delete
Manhattan Main Office	5565 Fortune Place	New York	NY	10006	US	555-555-4545	Edit	Delete

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1. Click the **Add Location** button to add a new location to your business inside TimeForge.
2. To edit an existing location, locate the appropriate location and click anywhere on the card (if using [grid view](#)) or otherwise on the Edit link (if using [tabular/list view](#)).
3. To delete a location, locate the appropriate location and click the red X or Delete link.

## What information can be established for each location?

After either adding a new location or editing an existing location (see previous step), you will be presented with many options for location information, including:

### General information

At the top of the page, you can enter general location information. Names and addresses are required for each location. Phone and fax numbers and descriptive tags may be added, as well, to help keep your locations organized.

## Location Information

Location
ACA - Employee Health Insurance Coverage

Name \*

Address \*

City \*
State \*
Zip \*

Country \*

Phone

Area Code
Number

Fax

Area Code
Number

Descriptive Tags to classify locations

Use "comma (,)" to separate your tags, ie: new manager, small store, high volume

The following section configures TimeForge to use open and close times for each day of the week.

## Open and close times

In the following section, you can set up the location's open and close times for each day. Staff will be unable to be scheduled during closed hours.

Open and Close Times

Monday: Open Time:	<input type="text" value="4:00AM"/>	Close Time:	<input type="text" value="8:00PM"/>	<input type="checkbox"/> Closed On Monday
Tuesday: Open Time:	<input type="text" value="4:00AM"/>	Close Time:	<input type="text" value="8:00PM"/>	<input type="checkbox"/> Closed On Tuesday
Wednesday: Open Time:	<input type="text" value="4:00AM"/>	Close Time:	<input type="text" value="8:00PM"/>	<input type="checkbox"/> Closed On Wednesday
Thursday: Open Time:	<input type="text" value="4:00AM"/>	Close Time:	<input type="text" value="8:00PM"/>	<input type="checkbox"/> Closed On Thursday
Friday: Open Time:	<input type="text" value="4:00AM"/>	Close Time:	<input type="text" value="8:00PM"/>	<input type="checkbox"/> Closed On Friday
Saturday: Open Time:	<input type="text" value="6:00AM"/>	Close Time:	<input type="text" value="10:00PM"/>	<input type="checkbox"/> Closed On Saturday
Sunday:	<input checked="" type="checkbox"/> Closed On Sunday			

## Configuration / Settings

TimeForge offers many, many customizable options for each location. In this section, you can change the default settings to make TimeForge work the way your business does.

The following section configures TimeForge to work the way your business works.

#### TimeForge Configuration

TimeForge can distinguish between new and experienced employees using Skill Levels.

Would you like to enable skill level tracking for individual employees? Yes

Would you like to enter your own skill level scales for individual employees? No

TimeForge can require that employee requests must be approved by management.

Should employee requests be approved by management? Yes

Should "wants to work"/"available to work" employee requests be approved automatically? No

Only show Available and Unavailable as Request Options? No

TimeForge can require that employees make requests several days in advance of the actual request date.

How many days in advance should employee requests be made? \* 7

## Reports

Near the bottom of the page, you can select which reports you'd like your supervisors to have access to.

Supervisor Reports:

Attendance Report with Costs

Daily Schedule, Attendance, and Hourly Sales Cheat Sheet

Employee Time Sheets, with Requests

Missed Punch Report, by Employee

Clear List

---All Attendance Reports---

Attendance Breaks by Employee

Attendance Breaks by Position

Attendance Report

Attendance Report with Costs

Attendance Summary Report with Costs

Attendance Summary Report, sorted by Position, with Costs


Badge Report CR80

List of reports to be able to run by supervisors

Save

Cancel

If you make any changes to the settings on this page, don't forget to click the **Save** button to save your changes! You will then be returned to the Locations page with a notification confirming that your location has been saved/updated.

 Location has been updated successfully.

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Jersey Location	442 Psychic Way	Newark	NJ	07101	US	555-555-2232	<a href="#">Edit</a>	<a href="#">Delete</a>
Learning Center	334 Education St. Suite 88	New York	NY	10002	US	555-555-6660	<a href="#">Edit</a>	<a href="#">Delete</a>
Manhattan Main Office	5565 Fortune Place	New York	NY	10006	US	555-555-4545	<a href="#">Edit</a>	<a href="#">Delete</a>