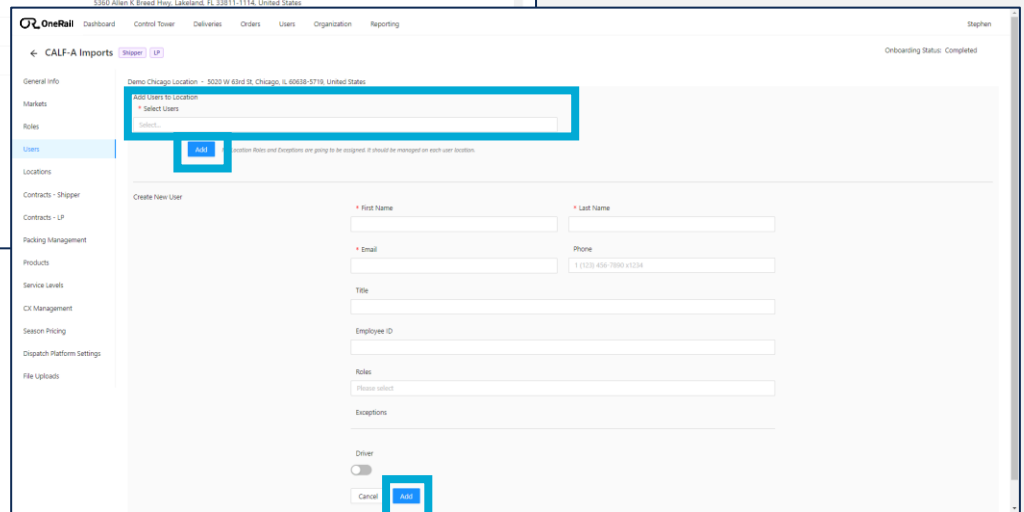
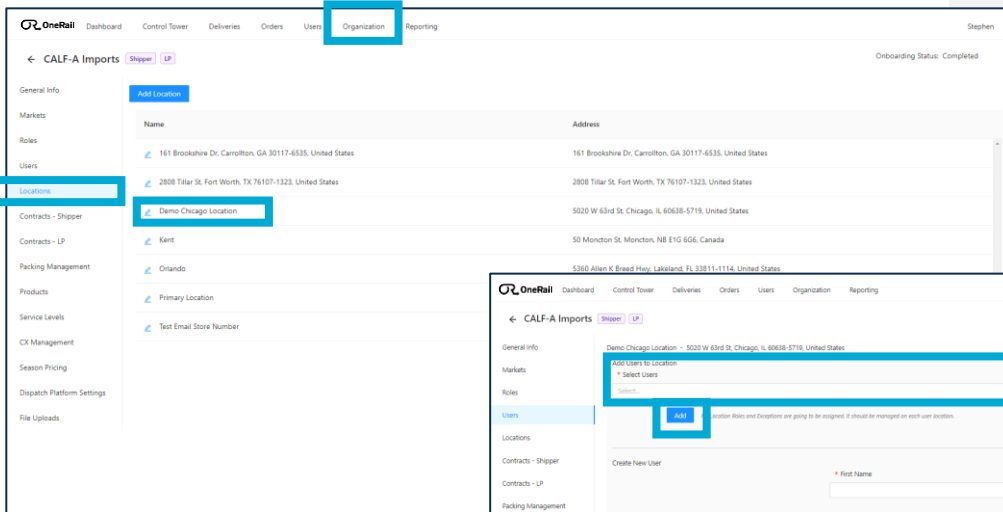


Administration

Adding an Existing User Into a Location

A user can be added into several locations when they work in or need access to multiple locations. The capability of adding a user to additional locations is restricted to an administrative role.



From the Organization page:

1. Select **Locations**.
2. Select the location the new user will be in.
3. Enter the existing user's name in the Select Users search box.
4. Select **Add**.