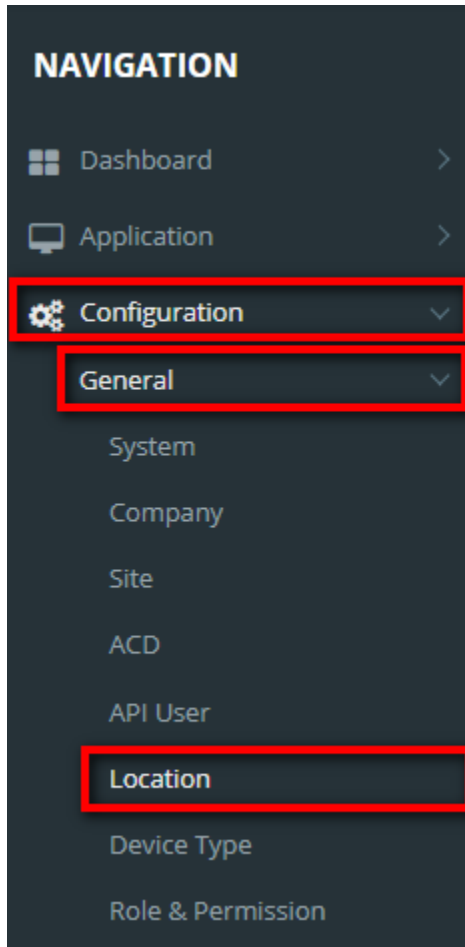


How to manage Location at General Configuration


Step-by-step guide

- Go to Linkscope Web application and if you're not already signed in, select **Sign in**.
- From the Linkscope Web application, you click to **Configuration ? General ? Location** at the menu.



ADD NEW A LOCATION



1. Click  button, the **Add** popup is displayed.
2. At the **Add** popup, select **Company**. Next, enter your **Location Name**, **Phone Number**, **Address and Email** into the textbox.

Note:

- If the creator is the administrator who is not assigned to any companies, display a dropdown for the admin to select a company for location.

Add

Company

Select Company

Location Name

Location Test

*

PhoneNumber

6573006656

Address

HCMC

Email

test@primas.net

Update

Cancel

- If the creator is assigned to a company, assign the company of creator for this location.

Add

Company

Primas

Location Name

Location test

*

PhoneNumber

6573006656

Address

HCMC

Email

test@primas.net

Update

Cancel

3. Then click the **Update** button.

Add

Company

Primas

*

Location Name

Location Test

*

PhoneNumber

6573006656

Address

HCMC

Email

test@primas.net

Update

Cancel


If the system shows this message, you created successfully a location.

Successfully saved configurations.

Home > Configuration > General > Location

EDIT A LOCATION

1. On the **Location List** table, select any row you want to edit the **Location Name, Phone Number, Address or Email**.

2. Click  button on that row. The **Edit** popup is displayed.

3. At **Edit** popup, modify your new **Location Name, Phone Number, Address or Email** into the textbox. Then click the **Update** button.

Edit

Company
Primas

Location ID
127

Location Name
Location Test

PhoneNumber
6573006656

Address
HCMC

Email
test@primas.net

Update
Cancel

If the system shows this message, you edit successfully **Location Name, Phone Number, Address or Email**.


Successfully saved configurations.

Home > Configuration > General > Location

DELETE A LOCATION

1. On the **Location List** table, select any row you want to delete the Location.

148 - Khanh Test					Primas	
127 Location Test	6573006656	HCMC	test@primas.net	Primas		
122 Default Location				PrimasCX		

2. Click  button on that row.
3. There're alert displays after you click to this button. Select **OK**.

labvn68.primas.net:7443 says
Are you sure you want to delete this Location?

OK
Cancel

If the system shows this message, you delete successfully a location.

Deleted Successfully.

Home > Configuration > General > Location

SEARCH A LOCATION

On the **Location List** table. You can search for a Location by searching the **Location Name**, **Phone Number**, **Address**, **Email** or **Company** field.

1. Search by the **Location Name** field:

Location ID	Location Name	PhoneNumber	Address	Email	Company
	Default Location				
125	Default Location				Comp1
120	Default Location				Khanh Test
119	Default Location				Primas
122	Default Location				PrimasCX
121	Default Location				Test

1 - 5 of 5 items

2. Search by the **Phone Number** field:

Location ID	Location Name	PhoneNumber	Address	Email	Company
		6573006656			
127	Location Test	6573006656	HCMC	test@primas.net	Primas

1 - 1 of 1 items

3. Search by the **Address** field:

Location ID	Location Name	PhoneNumber	Address	Email	Company
			HCMC		
127	Location Test	6573006656	HCMC	test@primas.net	Primas

1 - 1 of 1 items

4. Search by the **Email** field:

Location ID	Location Name	PhoneNumber	Address	Email	Company
				test@primas.net	
127	Location Test	6573006656	HCMC	test@primas.net	Primas

1 - 1 of 1 items

5. Search by the **Company** field:

Location ID	Location Name	PhoneNumber	Address	Email	Company
					Primas
119	Default Location				Primas
100	Dept 2				Primas
1	Dept1				Primas
118	Khanh Test				Primas
127	Location Test	6573006656	HCMC	test@primas.net	Primas
122	Default Location				PrimasCX

1 - 6 of 6 items



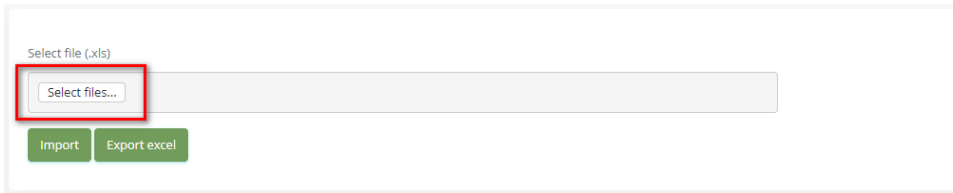
Note:

For better searching, you can fill all given field: the **Location Name**, **Phone Number**, **Address**, **Email** or **Company** field.

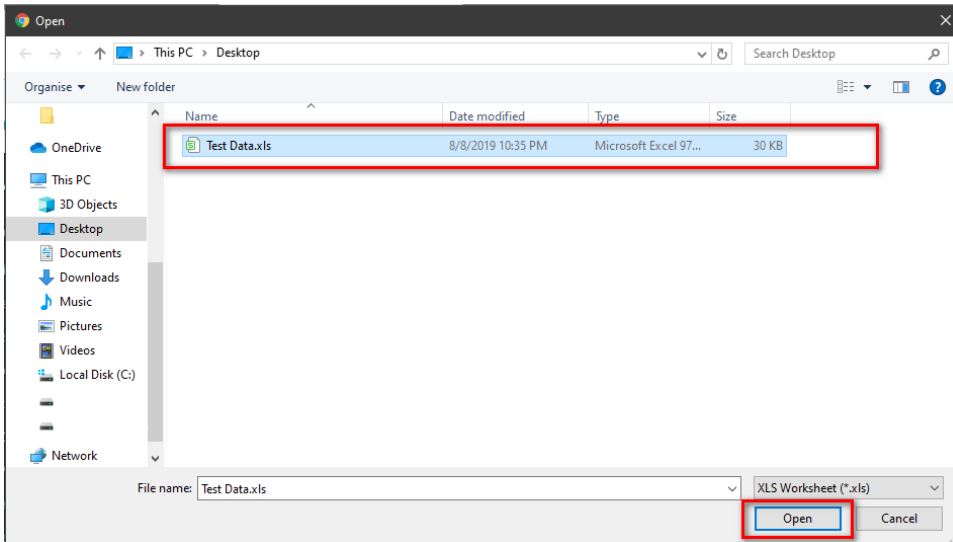
IMPORT FROM/ EXPORT TO AN EXCEL FILE

- **To import data from excel file:**

1. At select file (.xls) label, click **Select files** button.



2. Select an excel file that you want to import and click **Open** button.

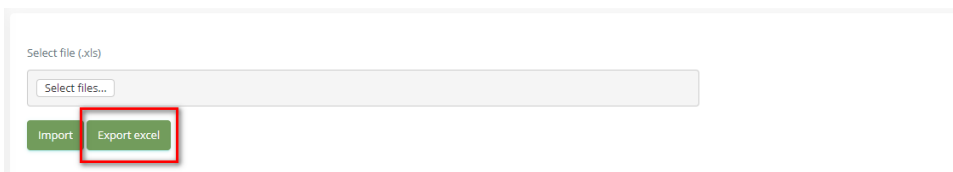


3. Click the **Import** button.

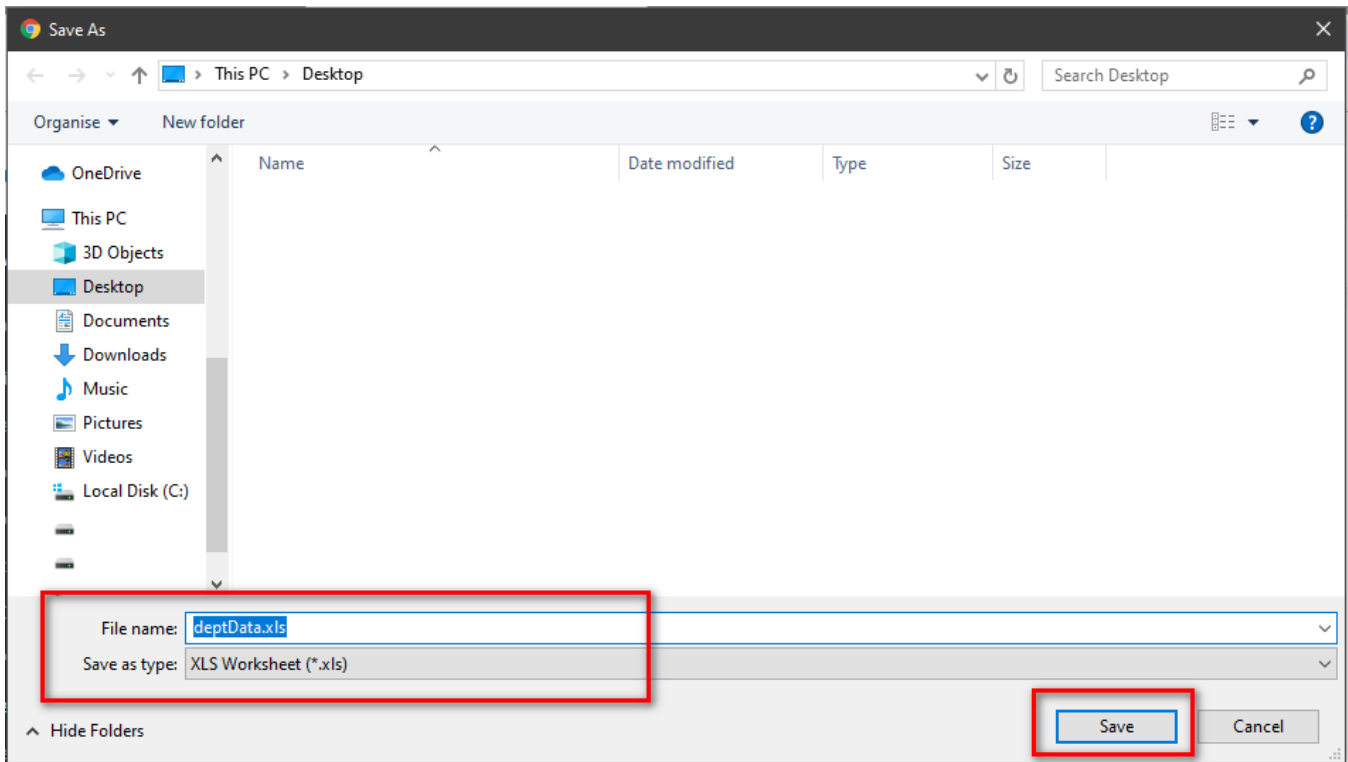


- **To export data from excel file:**

1. On the page below, click the **Export Excel** button.



2. Check the **File Name** (default page name), **Save as type (*XLS file)**. Then click **Save** button.



Related articles

- [How to use Phone Lookup](#)
- [How to enable/disable the post call survey feature](#)
- [How to manage Notifier Setting at Screen Pop Configuration](#)
- [How to enable/disable the calls in queue feature](#)
- [How to manage CTI Link at Screen Pop Configuration](#)