

How to Assign Locations and Roles

1. While creating or editing the employee, open **Locations & Roles**.
2. Select a location where the employee is allowed to work.
3. Select the role the employee should have at that location.
4. Add the assignment.
5. Repeat for any additional authorized locations.
6. Review the assignment list and save.

The same employee may have different roles at different locations when business responsibilities require it.

Revision #1

Created 2026-09-13 03:23:38 UTC by Sunny

Updated 2026-09-13 03:23:40 UTC by Sunny