

## Associating People with Locations

Rachel Carmickle - 2024-05-16 - [Identity Management V2 \(NEW\)](#)

All eRequest users must be associated with a location. You can associate a person with an existing location or create a new location from the user's profile.

**Locations** [+ Add Location](#)

There are no locations currently tied to this person.

In the Locations area of the user's profile, select **Add location**.

In **Add Location to Person**, search for an existing location or create a new one.

Select **Add Location to Person**.

**Add Location to Person** ×

Search for a location to add to this person.

**Person**  
mbtester Testtest

**Location**  
 [Search](#)

Location not found? [+ Create a location](#)

[Add Location to Person](#) [Cancel](#)

**Locations** [+ Add Location](#)

**MBTEST** Primary location

Central Intake  
ON

▼

After you have associated a person with a location, expand the location to set the user's permissions for this location. Any changes made to the location are specific to this user.

Locations

+ Add Location

MBTEST

Primary location

Central Intake

ON

→ View location

✕ Remove

Is primary location

Yes

>

Contact

-

>

Requesting types

-

>

Receiving types

-

>

Service types

-

>

Requisition access

☒ Off

One location must be the eRequest user’s primary location. The first one you add is denoted as such. When you add additional locations, you can make another one the primary location.

Optionally, enter a telephone number and fax number for this person at this location.