

Unit Locations

The **Unit Locations** section is used to define, manage, and track the various physical or virtual units within a property, facility, or system. Properly defining unit locations ensures accurate recordkeeping, reporting, and assignment of tasks, assets, or responsibilities.

The **Unit Locations** section has been fully documented and refined with the following fields:

- **Name** - Identifies the specific unit location (e.g., *Building A - Floor 1 - Unit 101*). This is used across all relevant modules for **selection, reporting, and assignment purposes**.
- **Description** - Provides a detailed explanation of the unit location, including its type, purpose, or distinguishing characteristics, to ensure proper understanding and usage.
- **Comments** - Allows additional notes or instructions related to the unit location, improving clarity and communication among users and administrators.
- **Save Unit Locations** - Finalizes and records the new or updated unit location, making it available system-wide for use in asset management, maintenance, resident assignments, and reporting.

Please find attached the video for the Unit Locations.

Follow these Steps to navigate and use Unit Locations:

1. Click "Administrative Task"
2. Click "Unit Locations"
3. Click new "Unit Location"
4. Enter the desired "Unit Locations"
5. Add a Description if desired
6. Add a Comment if desired
7. Click "Save Unit Location"

Follow these Steps to navigate and use Unit Locations: [Unit Locations.pdf](#)

□ **Tips for Unit Locations:**

- **Use clear and unique names**

Assign names that clearly identify each unit location (e.g., *Building A - Floor 1 - Unit 101*) to avoid confusion.

- **Provide detailed descriptions**

Include relevant information such as unit type, purpose, size, or distinguishing features to ensure accurate understanding.

- **Utilize the Comments field effectively**

Add notes for special access instructions, maintenance requirements, occupancy restrictions, or other important details.

- **Maintain consistency**

Follow a standardized naming and description format across all units to improve searchability, reporting, and workflow assignment.

- **Regularly review and update**

Periodically verify that unit location details are accurate and reflect any changes in occupancy, layout, or usage.

- **Validate before saving**

Ensure all required fields are completed and that unit names are unique before saving to maintain data integrity.

- **Integrate with workflows**

Make sure unit locations are properly linked to related modules such as maintenance tasks, asset tracking, or resident management.

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