

Locations Setup

Overview

Locations is where you define the location hierarchy used across the Broker CRM — when adding a resale unit or project, the Location field draws from this list. Locations are organized in a parent-child tree (e.g., Egypt → New Cairo → 1st Settlement → Banafseg).

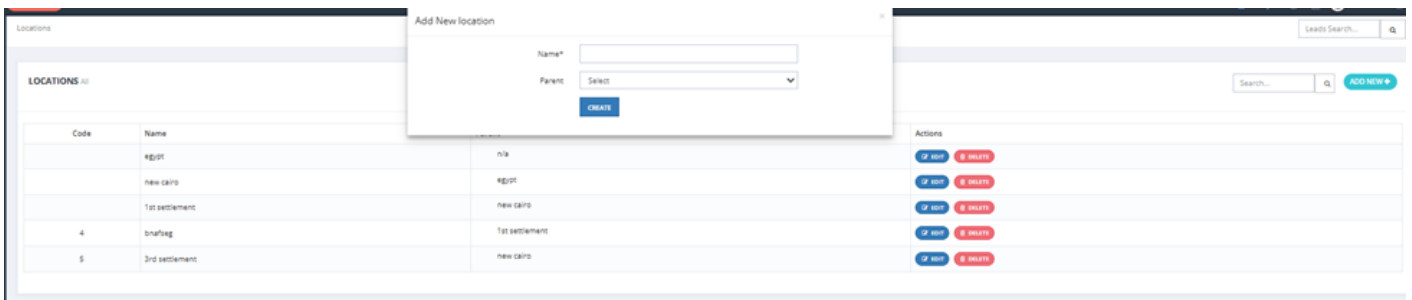
How to Access

Go to **Setup** → **Locations**.

The Locations List

Column	Description
Code	An optional numeric code for the location.
Name	The location name.
Parent	The parent location this entry belongs to.
Actions	Edit or Delete.

Available actions: **Search**, **Add New** +.



Adding a Location

Click **Add New +** and fill in:

Field	Required	Description
Name	<input type="text"/>	Location name (e.g., New Cairo, 1st Settlement, Banafseg).
Parent	Optional	Select the parent location this entry sits under in the hierarchy. Leave empty for top-level locations.

Click **Create** to save.

“ Build the hierarchy from top to bottom. Example: First create "Egypt", then create "New Cairo" with Parent = Egypt, then create "1st Settlement" with Parent = New Cairo, and so on.

“ Locations used in existing resale units or projects cannot be deleted — remove the association first before deleting the location.

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