

Locations

A **location** is a (sub)section within a publication, such as a home page, the local news or lifestyle section, or the daily newsletter.

Create a new location

To create a new location:

1. Click *Admin* in the left navigation menu. This opens the *Administration* screen.
2. Click *Locations*. The *Locations* screen opens:
3. The *Locations* screen consists of a table with four columns:
 1. The *N^o* column displays the ID of the location.
 2. The *Location* column shows the name of the publication and the location.
 3. The *Active and future bookings* column indicates the number of bookings that are currently booked on that location.
 4. The last column details whether the location is a single position or if the location belongs to a channel of positions.

To filter locations belonging to a specific publication, select a publication from the **Show only** drop-down menu above the list and click the magnifying glass icon



Locations

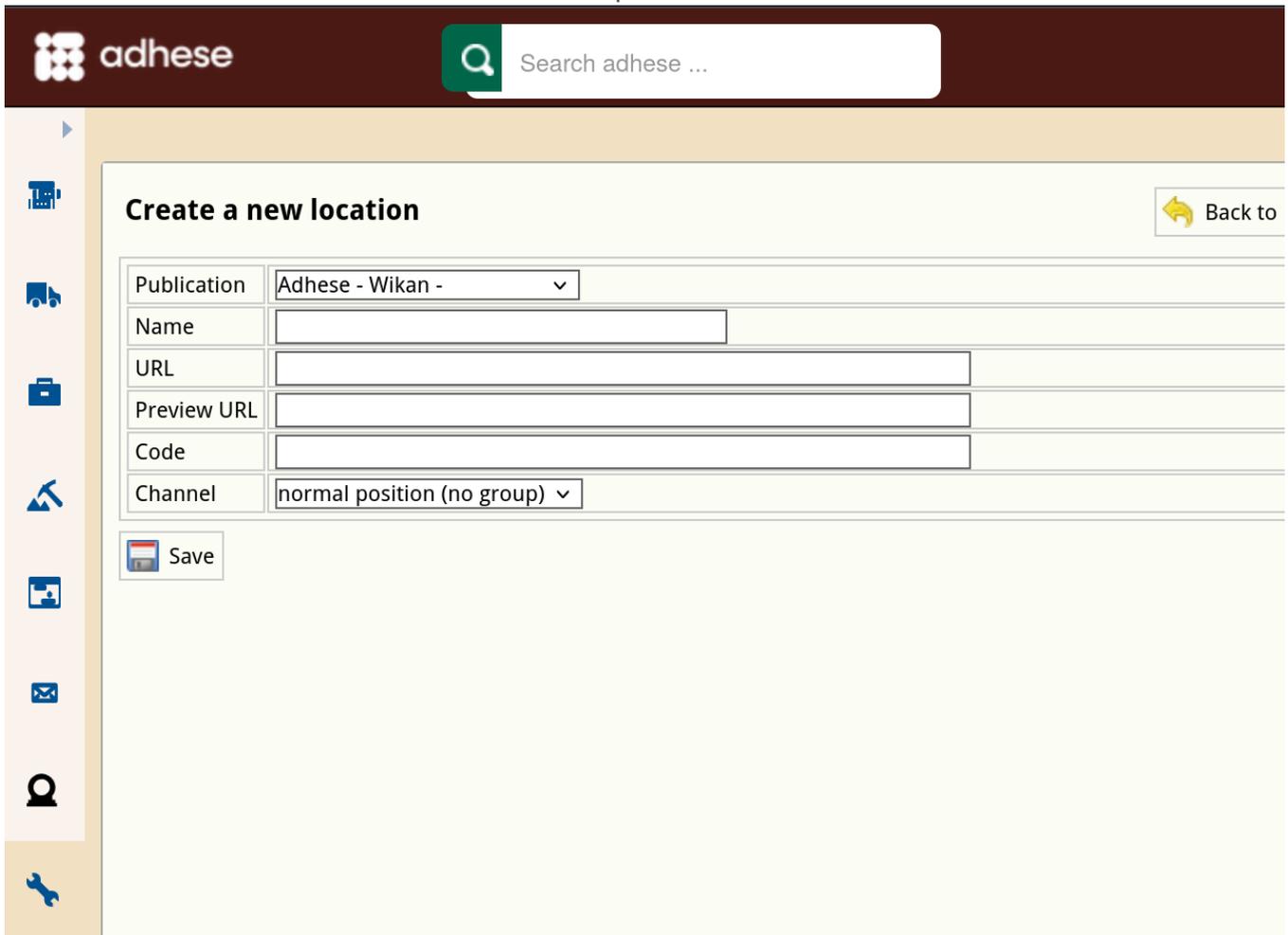
Create a new location

Back to Administra

Show only Filter

N°	Location	Active and future bookings		
42	Adhese - Wikan [] Run of Wikan	1	normal position (no group)	
162	Adhese - Wikan [] xandr	3	normal position (no group)	
153	adhese1 [] 0507_testlocation	0	group level 1	
154	adhese1 [] 0507_testlocation_el	0	normal position (no group)	
156	adhese1 [] mondaytest_location	0	normal position (no group)	
144	adhese1 [] support_test_new_location	0	group level 1	
145	adhese1 [] support_test_new_location1	0	normal position (no group)	
146	adhese1 [] support_test_new_location2	0	normal position (no group)	
147	adhese1 [] _test_for_adhese1_location	0	normal position (no group)	
149	adhese1 [] _test_for_adhese1_location_GROUP1	0	group level 1	
150	adhese1 [] _test_for_adhese1_location_GROUP2	0	group level 2	
140	adhese2 [] adhese2loctest	0	group level 1	
137	adhese2 [] adheseloc02	0	normal position (no group)	
131	adhese2 [] adheseloc02	0	normal position (no group)	
148	adhese2 [] _test_for_adhese2_location	0	normal position (no group)	
119	Anna [] 2706testlocation	1	normal position (no group)	
124	Anna [] 2JULILOCATION	0	normal position (no group)	
142	Anna [] Test location	0	normal position (no group)	
127	Anna [] testchannelgroup1	0	group level 1	
143	Anna [] Testt	0	normal position (no group)	
39	Demo [] Test Dale	1	normal position (no group)	
35	Dev Testing [] Non-Latin	0	normal position (no group)	
30	Dev Testing [] Run of	0	group level 1	
36	Dev Testing [] Sam-Android-SDK	1	normal position (no group)	
27	Dev Testing [] Sam-testing	1	normal position (no group)	
33	Dev Testing [] Sam-testing2	1	normal position (no group)	
20	Dev Testing [] Video	0	normal position (no group)	
22	Dev Testing [] Video-format-conflict	0	normal position (no group)	
15	Integration Testing [] Cavai	1	normal position (no group)	
16	Integration Testing [] DPGMedia test	0	normal position (no group)	
14	Integration Testing [] Newssite Mailing	1	normal position (no group)	
19	Integration Testing [] Video	0	normal position (no group)	
23	Kevin's test publication [] Kevin - homepage	0	normal position (no group)	

- Click the *Create a new location* button. This opens the *Create a new location* screen.



The screenshot shows the 'Create a new location' screen in the Adhese system. The interface includes a search bar at the top, a sidebar with navigation icons, and a main form area. The form has the following fields:

Publication	Adhese - Wikan -
Name	<input type="text"/>
URL	<input type="text"/>
Preview URL	<input type="text"/>
Code	<input type="text"/>
Channel	normal position (no group)

A 'Save' button is located at the bottom left of the form area. A 'Back to' button with a yellow arrow icon is located at the top right of the form area.

- In the **Publication** drop-down, select the publication to which the location belongs.
- Enter the name of the location in the **Name** field*. * Choose a clear and logical name, such as *magazine home*.
- Define the URL for the location in the **URL** field. The URL should follow the scheme agreed upon during the setup process. Please note that each location must have a unique URL, and no two locations can share the same URL. Multiple URLs can be defined for a location by separating them with a semicolon (;).

To verify if a location URL already exists, navigate to the *Admin* screen and select *Positions*. Type the URL in the search bar and click the magnifying glass icon. If the URL is already in use, the results page will list the URL. Sometimes, the results page will not display an existing location URL. This URL may belong to an inactive publication. To examine this, click on the *Download all positions as spreadsheet* button. Open the spreadsheet and check if the URL belongs to an inactive publication.

If the location refers to a channel, the URL will have no effect. So, we recommend that you ignore this property when dealing with channels.

8. (Optional) In the **Code** field, provide the code or foreign key of the location in case Adhese integrates with your existing CMS.
9. Determine whether the location is a standard location or a channel location by choosing a group level from the **Channel** drop-down menu:
 - If the location is a separate location, select *group level 0*.
 - If the location is a channel, select *group level 1* or higher.
10. Click the save button.

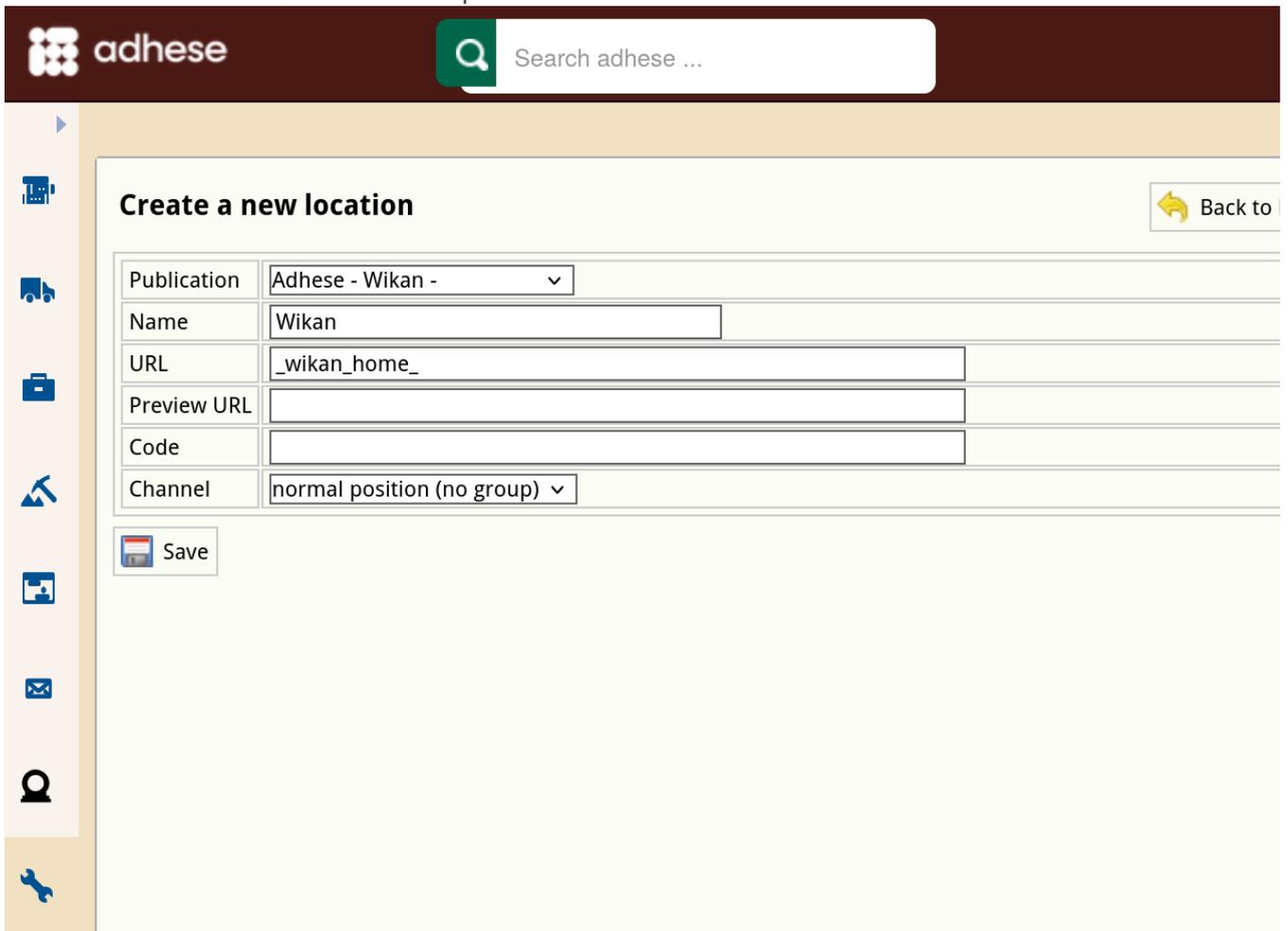
The **group level** sets the priority of a channel and is determined within the database. Here is an example to illustrate the idea. Take the following two channels: *Newspaper [News] Sports Football Run Of* and *Newspaper [News] Sports Run Of*. Note that the *Sports* channel contains all sports positions, including the football positions of the *Sports Football* channel. The *Sports Football* channel has a higher priority (and, therefore, a lower group level) than the *Sports* channel because the *Sports Football* channel only contains the *Football* positions.

Edit a location

To edit a location:

1. Go to the *Administration* screen. Click *Admin* in the left navigation menu.
2. Click *Locations*.

3. In the list of locations, click the name of the location you want to modify or click the edit icon . The *Edit location* screen opens:



The screenshot shows the 'Create a new location' form in the adhese system. The form is titled 'Create a new location' and has a 'Back to' button in the top right corner. The form contains the following fields:

Publication	Adhese - Wikan -
Name	Wikan
URL	_wikan_home_
Preview URL	
Code	
Channel	normal position (no group)

Below the form is a 'Save' button.

4. Change any of the location's details.
5. Click Save.

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