How to Create a Location Access List

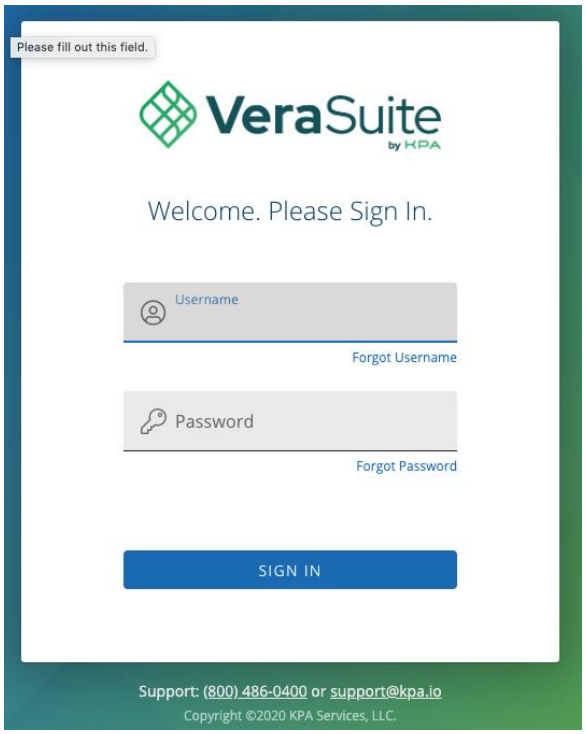
A Guide for Clients

Location Access Lists in Vera Suite are for clients with multiple locations. They allow you to control which employees can view location-specific information or information across locations.

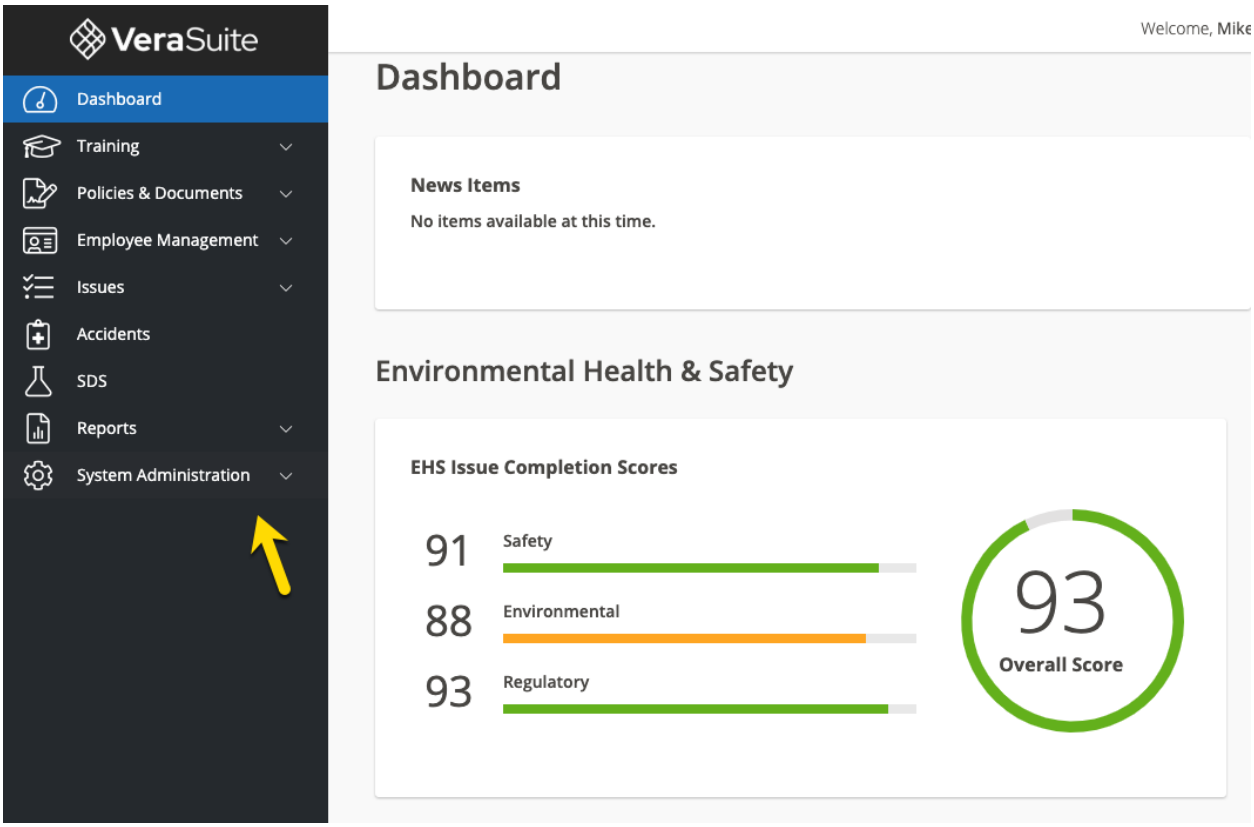
You can only create or modify access lists for accounts that you have visibility to.

1. Sign into Vera Suite

Go to www.VeraSuite.com. Enter your **Username** and **Password**.



2. Select “System Administration”



From there, select **Location Access**.

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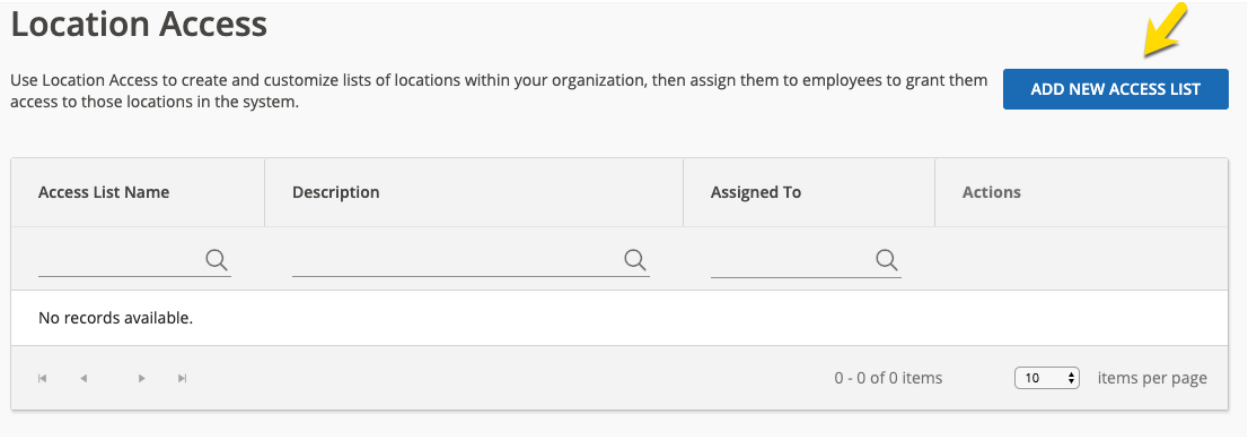
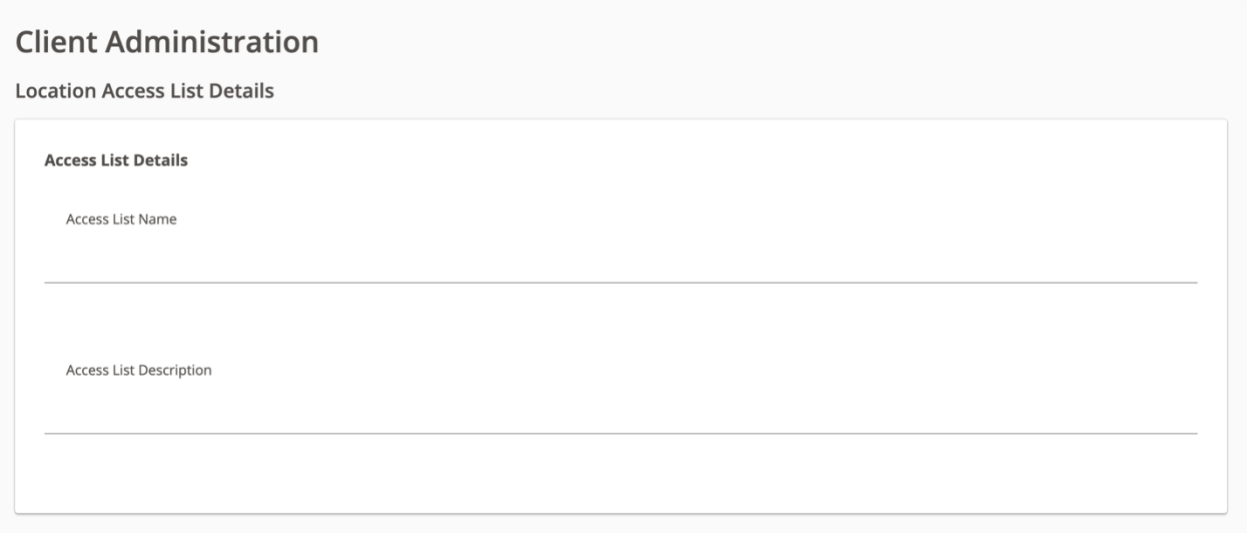
3. Add New Access List



Select the **Add New Access List** button.

4. Build the Access List

Give the location access list a name and include a description.



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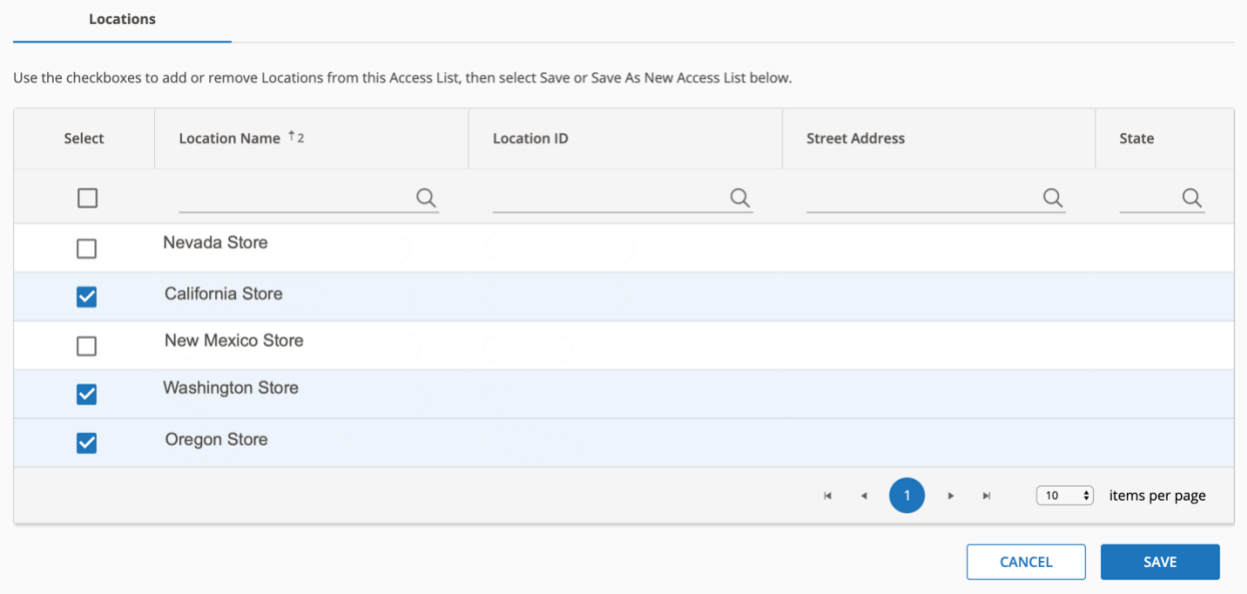
5. Choose Locations

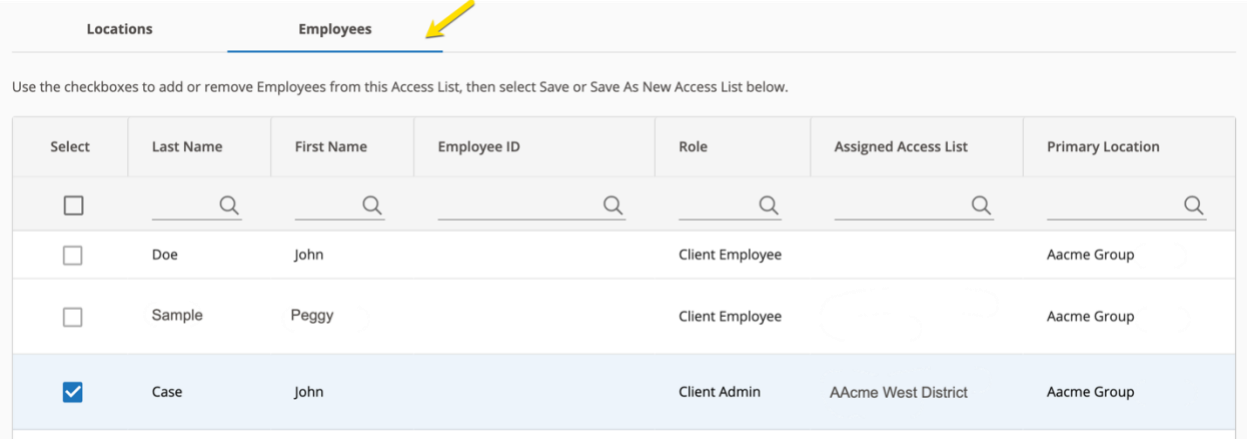
Select the locations that you want to include in your location access list. For example, if you have several locations in a certain district, you may select them so that the managers of that district can view information for all of those locations, but not for locations outside of their district.



Save.

6. Add Employees

Back on the Location Access List main page, toggle to the **Employees** tab. Select the employees you want to see location information for the locations that are part of the location access list.



Save. The employees will now be able to see designated locations' information.

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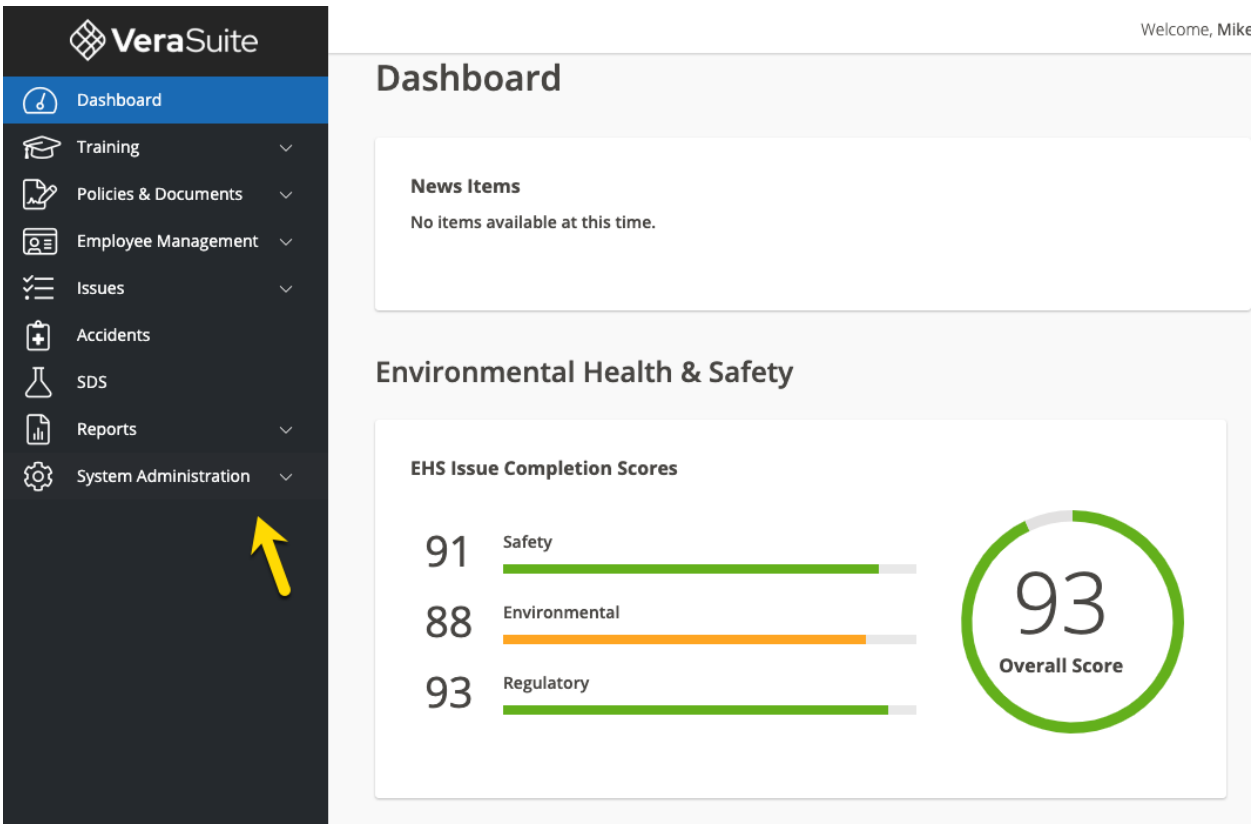
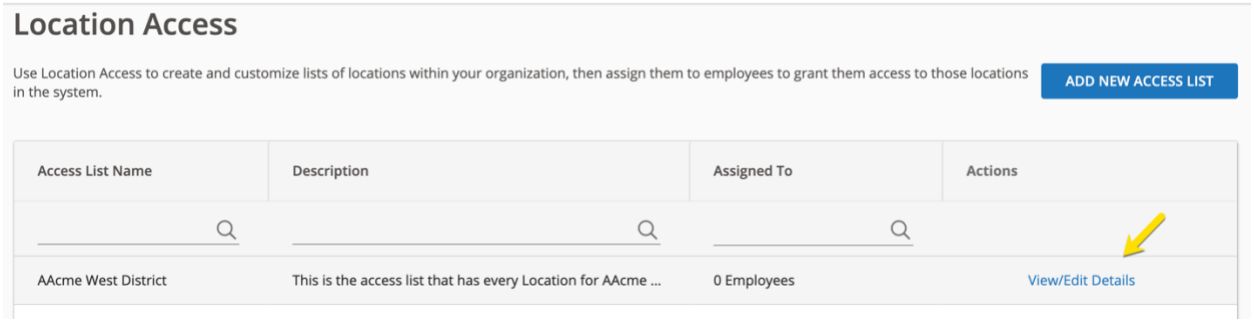
Add New User to An Existing Access List

OPTION 1: Select **System Administration** from your left navigation menu, then choose **Location Access**.



Select **View/Edit Details** next to the desired list.



Toggle to the **Employees** tab and select the new user who should be part of this access list. **Save**.

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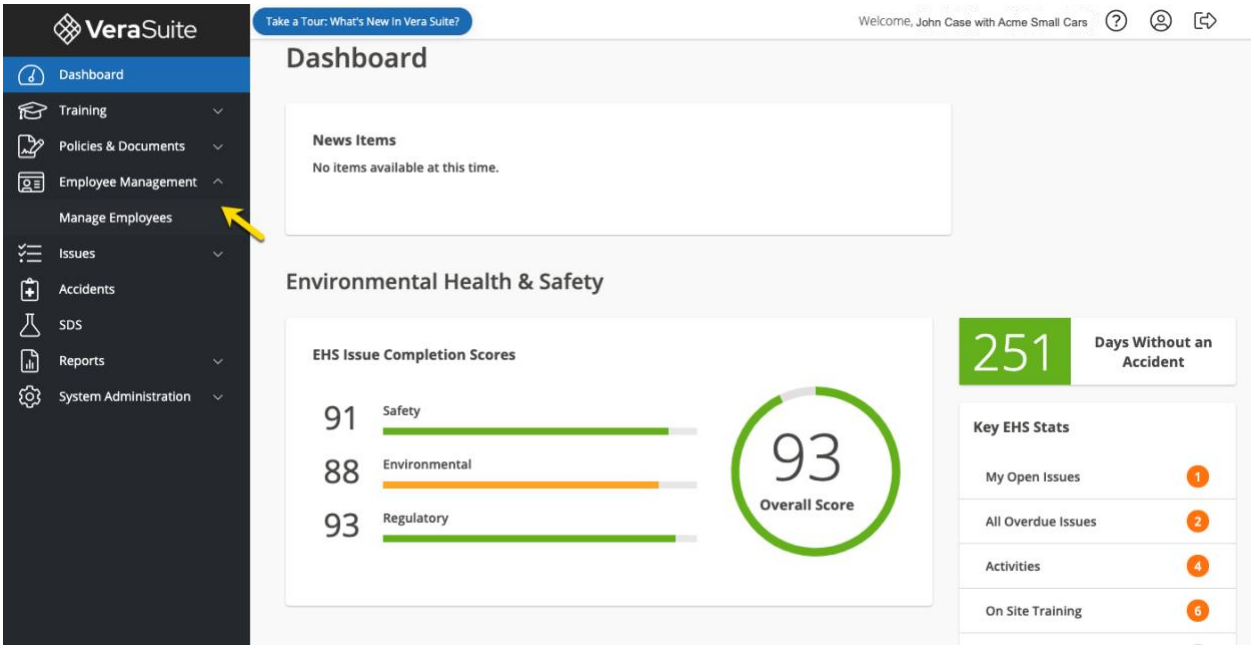
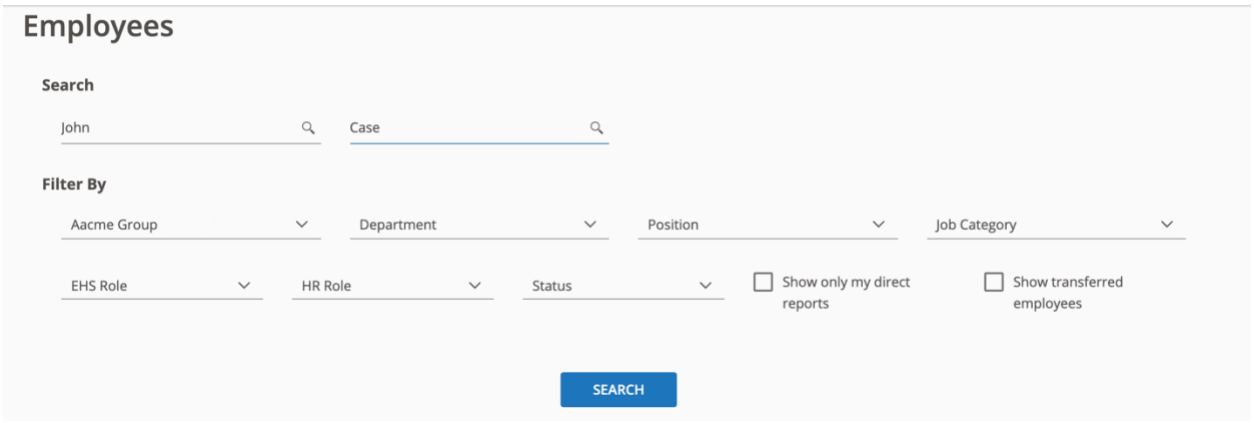
OPTION 2: Select **Employee Management** from the left navigation menu, then choose **Manage Employees**.



Search for the employee's name or scan the list of employees. Press **Enter** key or **Search** button.



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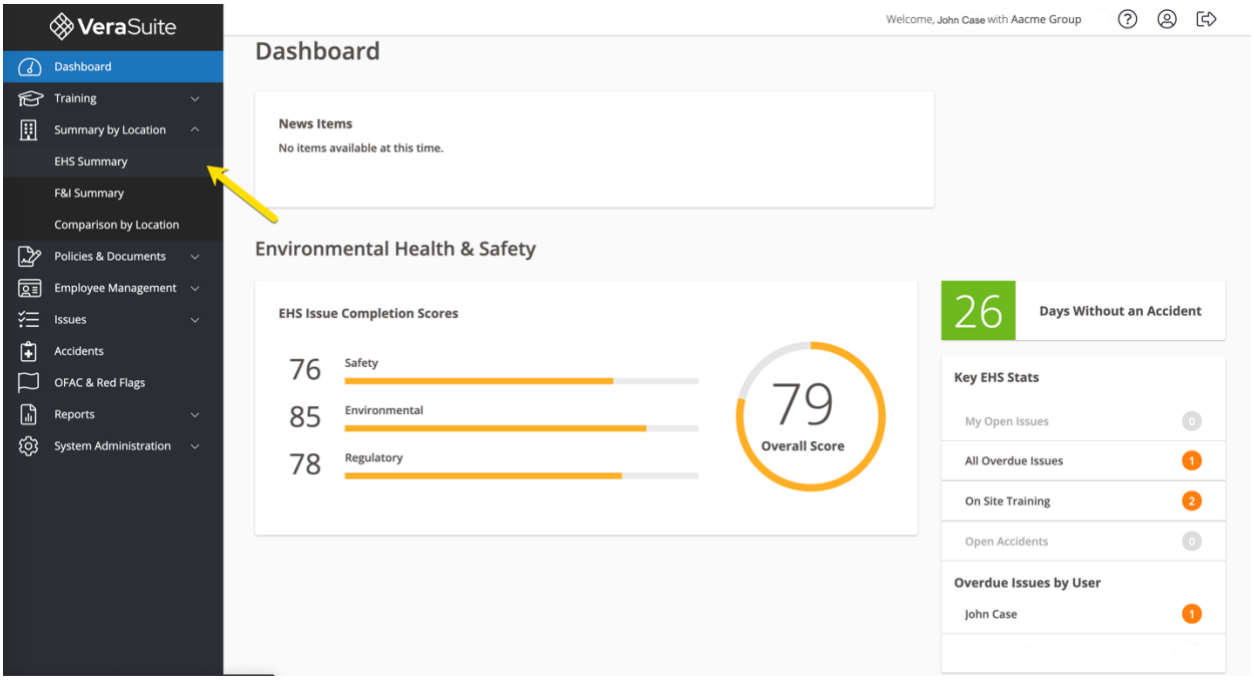
View Location Information

To view location information, select **Summary by Location** from your left navigation.



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