

# Create a Location Profile

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Location profiles represent the physical locations where occurrences that affect the organization take place. They are used by the [security assessment team](#) during assessments and can have risks and framework assessments attached to them. These profiles are created by members of the **Security Risk Team** user group.

The screenshot shows a web form titled "Create a New Location" under the "Location Creation" header. The form is divided into three main sections: "Location Photo", "Property Name", and "Location".

- Location Photo:** A dashed box containing the text "Drag images here or click to select...".
- Property Name:** A single-line text input field.
- Location Type:** A dropdown menu with the text "Select one..." and a downward arrow.
- Location:** A search bar with the text "Search" and a downward arrow, positioned above a map. The map shows North America, with labels for "CANADA", "UNITED STATES OF AMERICA", "MEXICO", "GREENLAND", "ICELAND", "SPAIN", "MOROCCO", "ALGERIA", "MAURITANIA", and "VENEZUELA". The "North Pacific Ocean" and "North Atlantic Ocean" are also labeled. A location pin icon is in the bottom left of the map, and "Leaflet | © HERE" is in the bottom right.

*The Create a New Location form.*

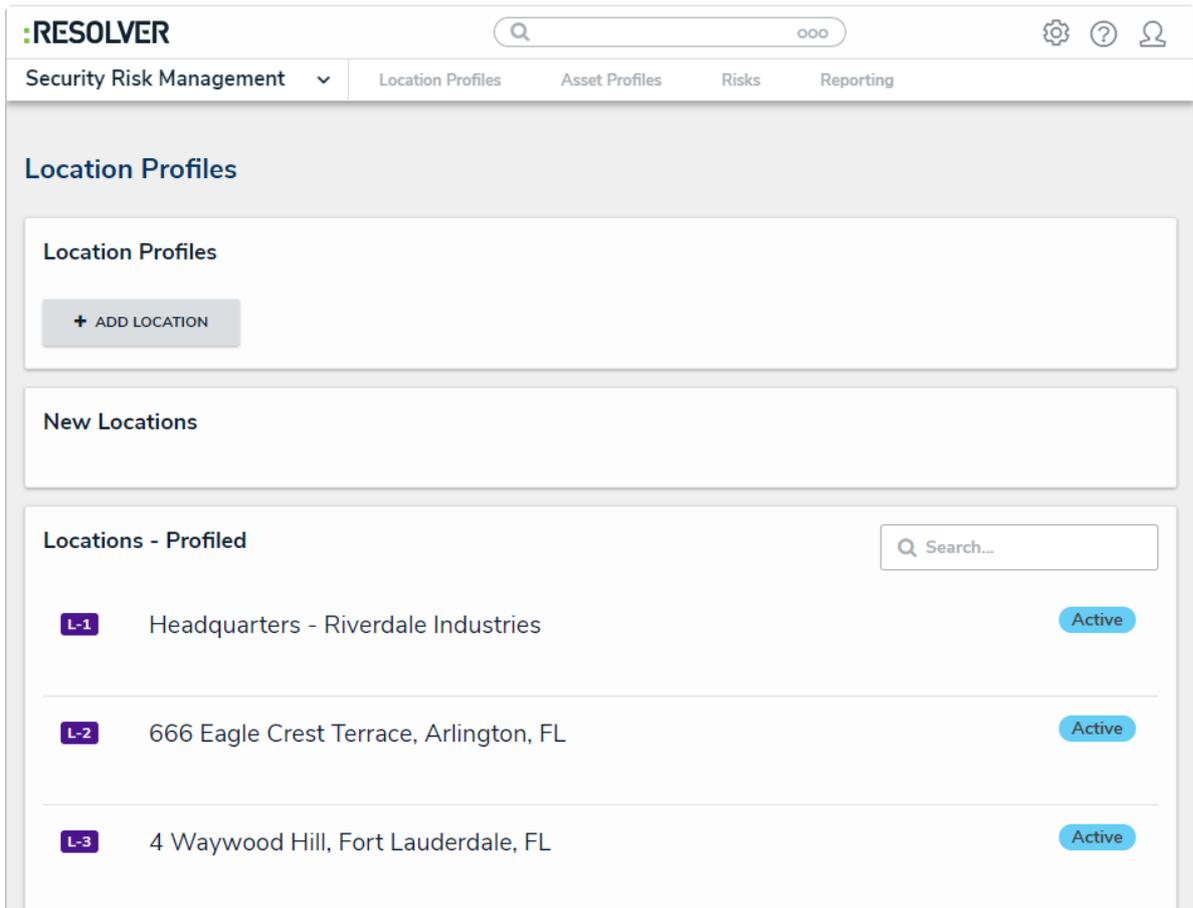
## To create a new location profile:

1. Log into a user account that's been added to the **Security Risk Team** user group.
2. Click the dropdown in the nav bar > **Security Risk Management**. The **Location Profiles** tab will display by default.



*Security Risk Management*

3. Click **+ Add Location** to open the **Create a New Location** form.



*The Location Profiles tab.*

4. **Optional:** Click on or drag an image file to the **Location Photo** field to add an image of the location.
5. Enter the name of the new location profile in the **Property Name** field.
6. Select what type of location the profile is from the **Location Type** select list.
7. Begin typing in the **Location** field or place a pin on the map to select the location.
8. Begin typing keywords in the **Business Unit** field to display a list of available options, then select the business unit the location profile will be attached to.
9. Begin typing usernames in the **Location Owner** field to display a list of available options, then select the user who will be responsible for this location.
10. **Optional:** Type a description of the location profile in the **Description** field.
11. Click **Create**.