Profile a Location
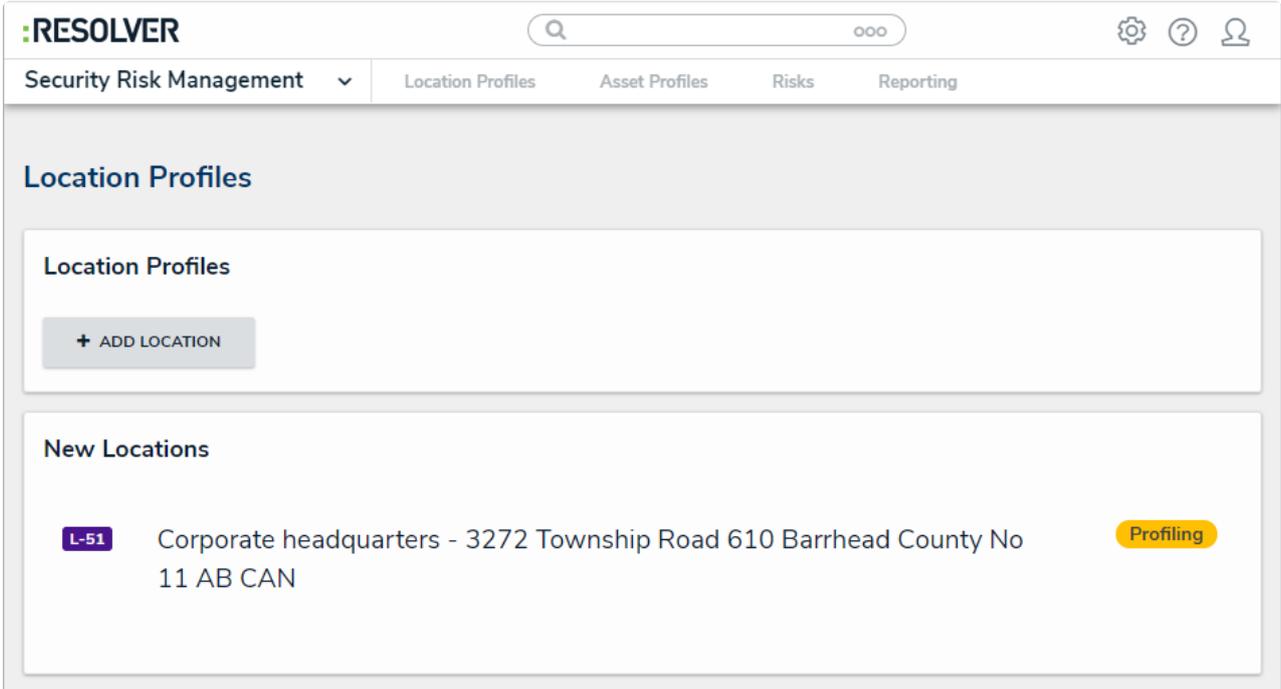
Last Modified on 04/12/2022 12:36 pm EDT

Once a location has been created, it can then be profiled by the user who has been assigned as its location owner. In addition, active locations can be sent to a **Profiling** state if needed.

Assigned locations in need of profiling will show up in the user's My Tasks page, though they can also be accessed from the **Location Profiles** tab of the **Security Risk Management** app under **New Locations**.

The New Locations section in Security Risk Management.

> In addition to being able to profile newly created locations, the security risk team can move an already profiled location back to the **Profiling** workflow state by opening the location profile and clicking **Profile** at the bottom of the form.

To profile a new location:

1. Click a location in the **Profiling** state to open the **Location Profiling** form.

The Location Profiling form.

2. Log into a user account added to the **Security Risk Team** user group to display the **My Tasks** page.

A new Location profile.

3. **Optional**: Edit the **Location Photo**, **Property Name**, and **Description** as needed.

4. In the **Profiling Details** tab:

a. **Optional**: Edit the entries in the **Business Unit** and **Location Owner** fields as needed.

b. Begin typing keywords in the **Assessment Framework** field to display a list of available options, then select the assessment framework that the location profile will be attached to.

The Profiling Details tab.