

# Update an Active Location Profile

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Members of the **Security Assessment Team** user group have access to location profiles that have been put in the **Active** workflow state. This allows the security assessment team to review the details of a location before using it in an assessment, and to launch assessments from the location. All active locations will be in the **Locations - Profiled** section of the **Location Profiles** tab.

The screenshot shows the Resolver interface for the 'Location Profiles' tab. At the top, there is a navigation bar with 'Security Risk Management' selected, and other tabs for 'Location Profiles', 'Assessments', 'Issues & Actions', and 'Reporting'. Below the navigation bar, the 'Location Profiles' section is displayed. It contains two main sections: 'New Locations' and 'Locations - Profiled'. The 'New Locations' section shows a single entry: 'Corporate headquarters - 3272 Township Road 610 Barrhead County No 11 AB CAN' with a 'Profiling' status. The 'Locations - Profiled' section has a search bar and lists three entries: 'Headquarters - Riverdale Industries' (Active), '666 Eagle Crest Terrace, Arlington, FL' (Active), and '4 Waywood Hill, Fort Lauderdale, FL' (Active).

*The Location Profiles tab.*



While the security assessment team has read-only access to locations in the **Profiling** state, only members of the **Security Risk** team can make changes to them.

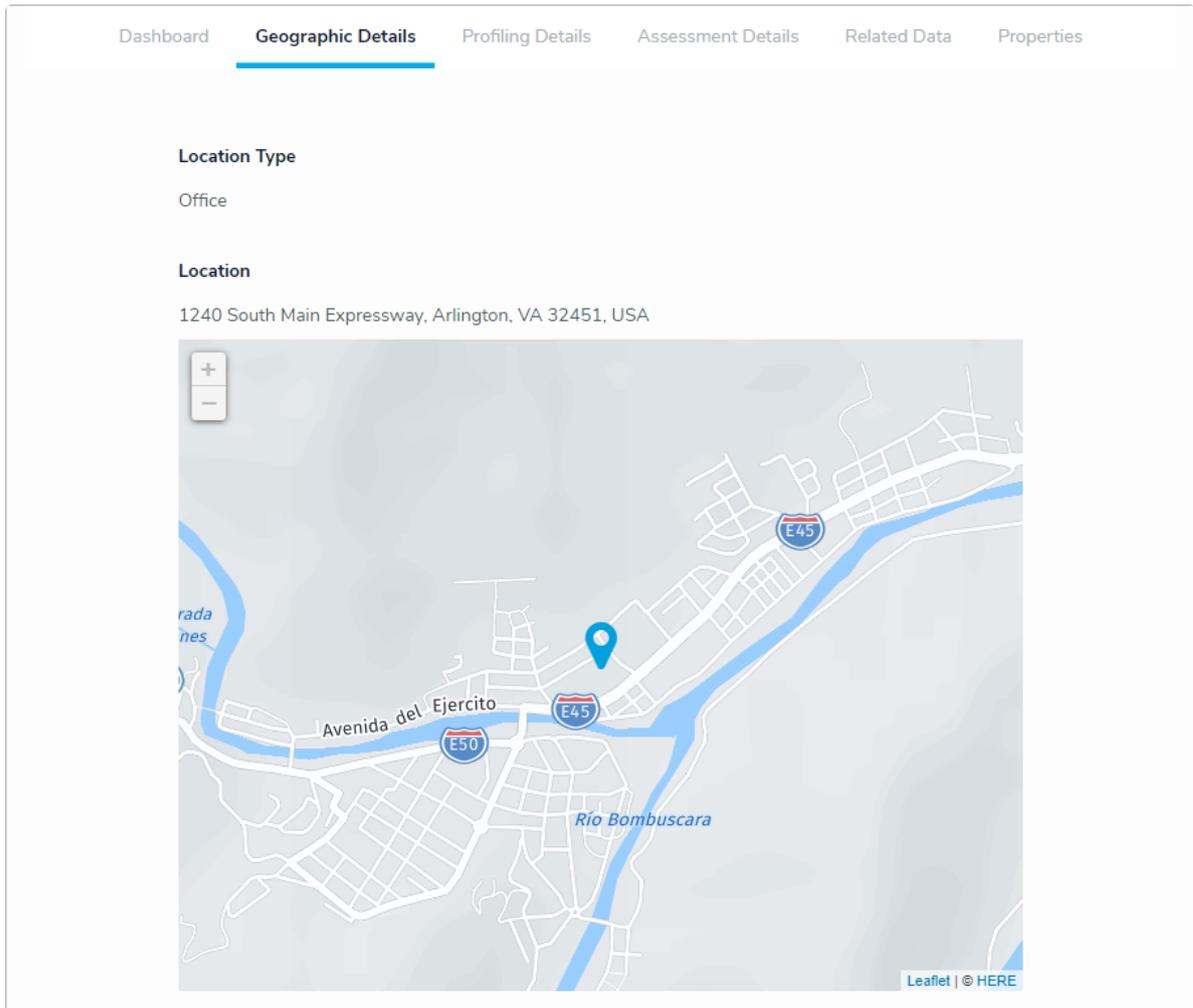
## To launch a new assessment:

1. Log into a user account that's been added to the **Security Assessment Team** user group.
2. Click the dropdown in the nav bar > **Security Risk Management**. The **Location Profiles** tab will be displayed by default.
3. Click a location in the **Active** state to open the **Location Edit** form.

The screenshot shows the Resolver Security Risk Management interface. At the top, there is a navigation bar with the Resolver logo, a search bar, and user icons. Below this is a secondary navigation bar with tabs for 'Security Risk Management', 'Location Profiles', 'Assessments', 'Issues & Actions', and 'Reporting'. The main content area is titled 'Location Active' and 'Headquarters - Riverdale Industries' with a 'L-1' badge. The form contains three main sections: 'Location Photo' with a dashed box for image upload, 'Property Name' with a text input containing 'HQ', and 'Description' with a larger text area. Below the form is a 'Dashboard' tab selected, showing three metrics: 'Open Incidents' (16), 'Incident Risk' (8/10), and 'Person Risk' (0/4). At the bottom of the dashboard are two buttons: 'FULL DASHBOARD REPORT' and 'INCIDENT TRENDING OVERVIEW'.

*The Location Edit form.*

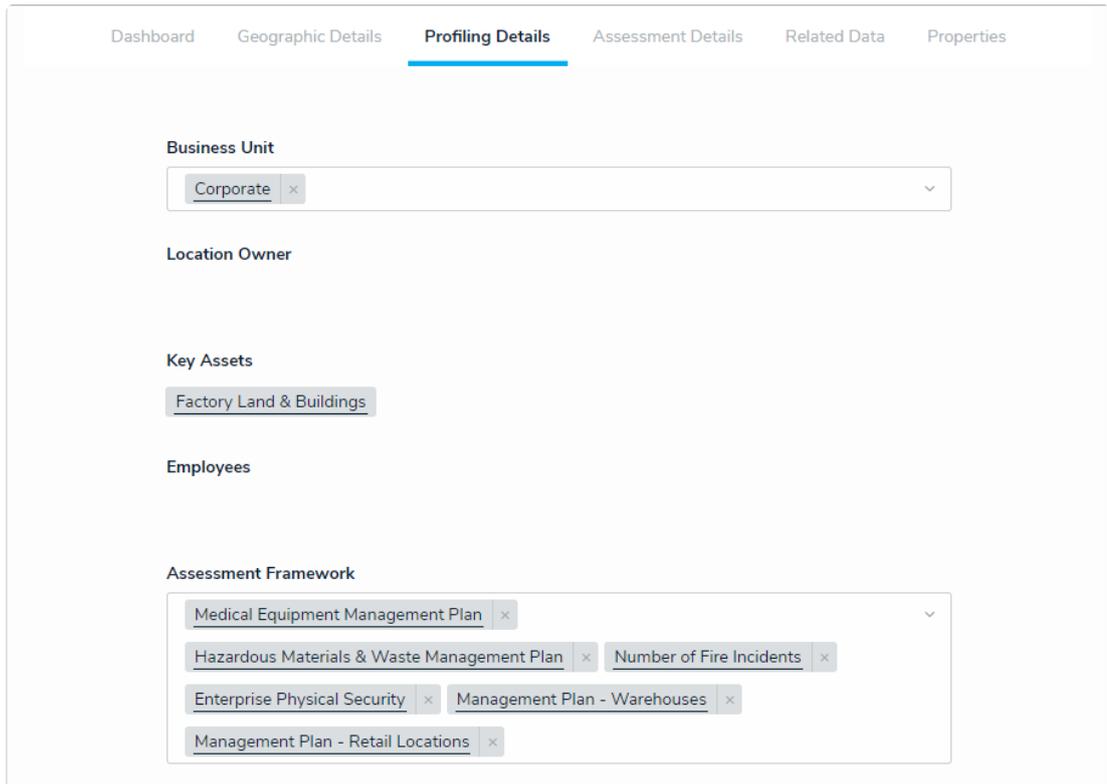
4. **Optional:** Edit the **Location Photo**, **Property Name**, and **Description** as needed.
5. **Optional:** In the **Dashboard** tab:
  - a. Click **Full Dashboard Report** to view summarized data for the entire location including trending incident and value data, risk analysis, and site assessments performed at this location.
  - b. Click **Incident Trending Overview** to view more detailed information on the incidents that have occurred at this location, including history of the location's open incidents, average value, and total value.
6. **Optional:** Navigate to the **Geographic Details** tab to view more information on the location, including its type and its address.



*The Geographic Details tab.*

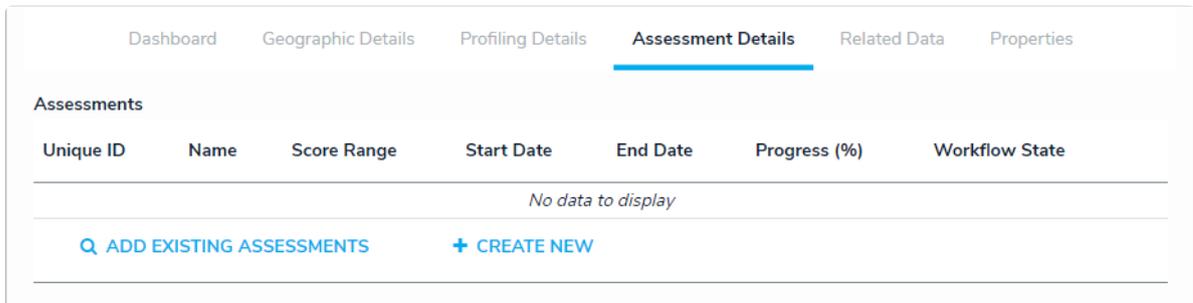
7. In the **Profiling Details** tab:

- a. **Optional:** Edit the entries in the **Business Unit** field 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.*

8. In the **Assessment Details** tab, an existing assessment can be added by clicking **Add Existing Assessments**, typing its name in the search bar, and selecting it. To create a new assessment from scratch, click **+ Create New** and fill in the required fields.



*The Assessment Details tab.*