

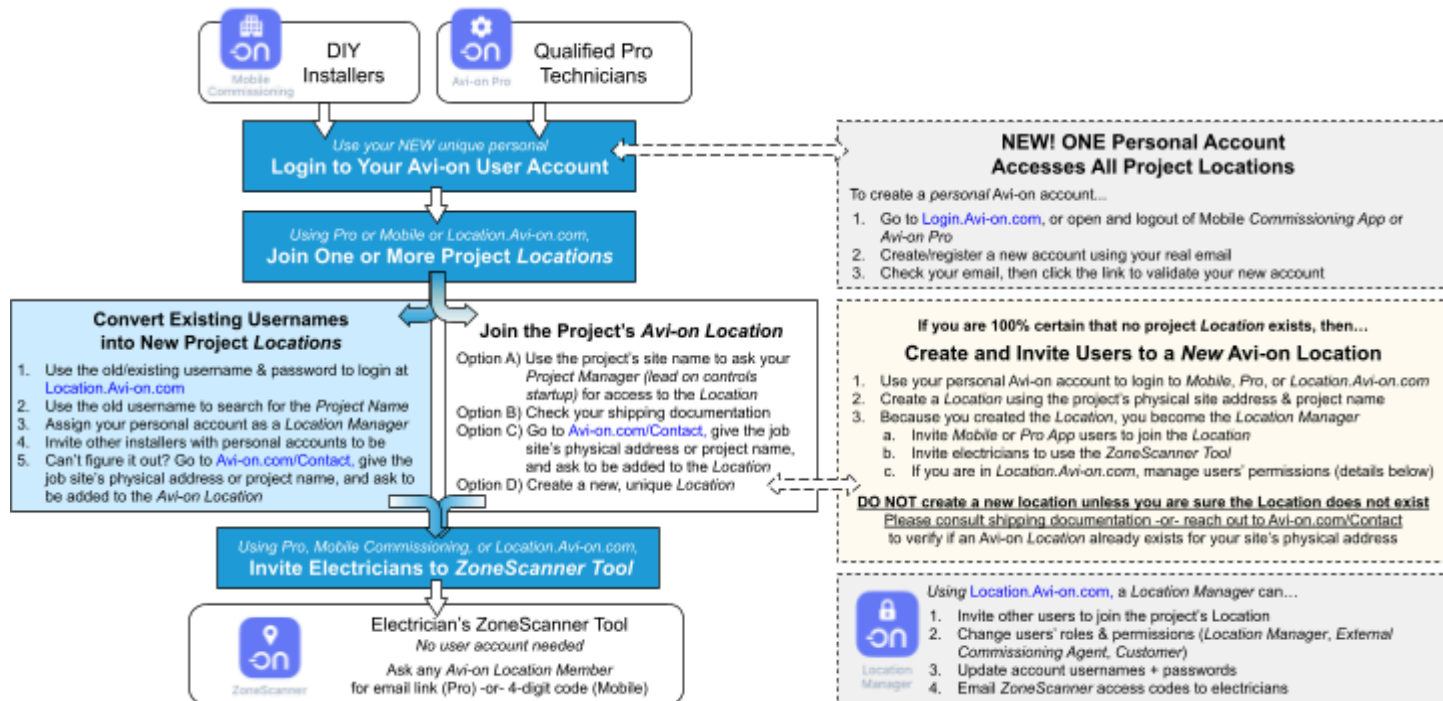
Getting Started: Use ONE Avi-on Account to Join All of Your Locations

Want to check if a Location already exists? Go to [Avi-on.com/Contact](https://www.avi-on.com/Contact) or scan the QR code at right →



NEW! Technicians can do project startup & support for multiple projects using a single, personal Avi-on account

Do not create duplicate locations, as they cannot be combined





Location.Avi-on.com: How to Create a Location

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1) Use your personal Avi-on account to login at **Location.Avi-on.com**, then go to the **Locations** screen and click the **Create Location** button



2) Enter unique location name and real address. Click **Create Location** then confirm the address
If new build with no address, use one nearby. Address is used to set time zone and other important controls details

3) The Location will be listed in the Locations section. Go to next page to **Add (Invite) Users to the Location**

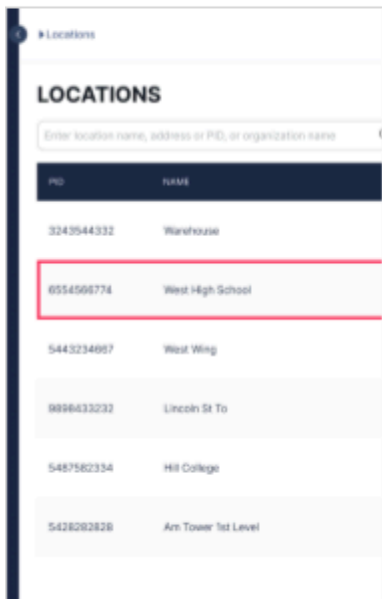
ID	Name	Address
3343544332	Rapthouse	New Hope St, Herndon, VA 20426, EE, US
8554388778	Reno High School	Thompson Ave, South St Paul, MN 55075, EE, US
5443234867	Next King	Q St NE, Washington, DC 20002, EE, US
8098433282	Lisoun St Tu	Chumley St SW, Atlanta, GA 30312, EE, US
5487562334	HB College	W Salt Lake City, UT 84103, EE, US



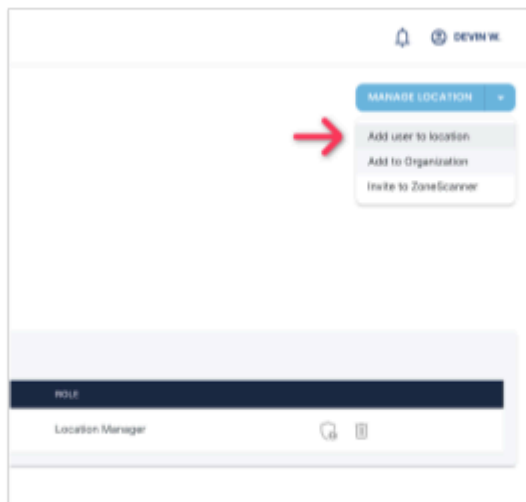
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1) Login to **Location.Avi-on.com**, then go to the **Location Profile**



2) Click on the **Manage Location** dropdown (upper right corner), then the **Add User to Location** button.



3) Enter the user email, select the location role, and click **Add User to Location**.

