



Locations: Admin side & Permissions overview

The Locations application is still in its beta phase, so please bear this in mind when using it. As changes are made and more stable versions are released, the guides will be updated to reflect this.

The admin side set up for the Locations application is simple.

An [application administrator](#) of the Locations application can make changes to the admin side configuration.

Head to Applications > Admin > Locations to follow this guide.

Permissions tab

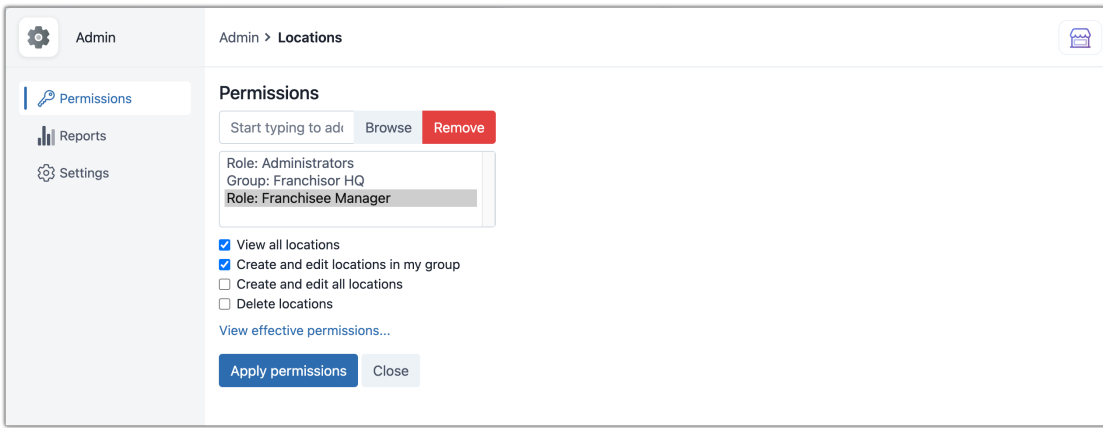
Set which users/roles/groups should have permissions in the locations application from the available options.

Here, we want to apply the top-level permissions for those we want to have overarching control over the application and be able to make all changes, versus those who are being allowed to create and manage one or more locations.

A screenshot of the application's admin interface. The breadcrumb trail shows "Admin > Locations". The "Permissions" tab is active. It features a search input field with the placeholder text "Start typing to add", a "Browse" button, and a "Remove" button. Below the search field is a list of permissions with checkboxes: "View all locations", "Create and edit locations in my group", "Create and edit all locations", and "Delete locations". There is a link "View effective permissions..." and two buttons at the bottom: "Apply permissions" and "Close". The left sidebar shows navigation options: "Admin", "Permissions", "Reports", and "Settings".

- **View all locations:** Can see and interact with every location created when opening Locations
- **Create locations in my group:** Can [create new locations](#), but only for the [People group](#) they are in.
- **Create and edit all locations:** Can create new locations or edit any already in existence
- **Delete locations:** Can remove locations

These permissions are flexible to allow different use cases to be applied.

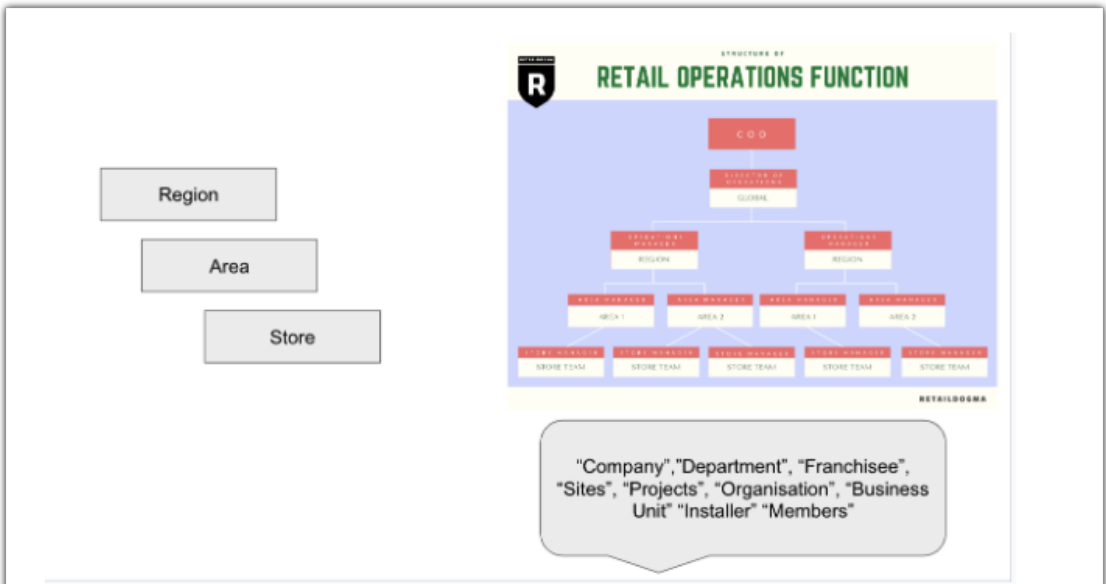


- Can allow Franchisees to manage their own page
- All franchisees can see other franchisees' pages if needed (or only their own by only giving them 'create and edit locations in my group' rights)
- Head Office/administrators have full control over the creation and management of Locations

- Preparing groups ahead of time

We recommend setting up new [People Groups](#) to use with locations in a tree-like structure, as shown below, as it can make the permissions being applied clearer overall.

(If you would rather use groups you already have, that's fine too!)



Group Table

◀Title▶	◀Description▶	◀Extranet area▶	◀Users number▶	◀Delete▶
└ Asia Pacific			0	<input type="checkbox"/>
└ Singapore			0	<input type="checkbox"/>
└ SIN-CHA-01	Singapore Changi Airport 1		0	<input type="checkbox"/>
└ EMEA			0	<input type="checkbox"/>
└ Europe			0	<input type="checkbox"/>
└ UK			0	<input type="checkbox"/>
└ London			0	<input type="checkbox"/>
└ LDN-OXS-01	London Oxford Street		0	<input type="checkbox"/>
└ LDN-VIC-01	London Victoria 1		0	<input type="checkbox"/>
└ Middle East			0	<input type="checkbox"/>
└ Head Office			0	<input type="checkbox"/>
└ North America			0	<input type="checkbox"/>

Reports tab

Choose whether user policy acceptance and training record information will appear on the front end in each location.

Admin
Admin > Locations

- Permissions
- Reports
- Settings

Reports

=	Policy Acceptance	<input checked="" type="checkbox"/>
=	Training Records	<input checked="" type="checkbox"/>

[Save](#)

This is helpful to get oversight on acceptance or achievements for users in each location, as its already filtered to the appropriate users rather than checking Policy Manager and Learning for this directly.

The screenshot shows a report titled 'The Alchemy Bar - Austin Texas' for the group 'Austin, TX'. The report is filtered for 'Policy Acceptance' and includes an 'Export to CSV' button. The data is presented in a table with columns for Name, Job Title, Reference, Policy Title, Categories, Status, Accepted Status, and Date Accepted.

Name	Job Title	Reference	Policy Title	Categories	Status	Accepted Status	Date Accepted
Jacob Black	Health & Safety Officer	TEST	Claromentis Test	General	Distribution	⊖	
Dan Butler	Support Technician	TEST	Claromentis Test	General	Distribution	⊖	
Frank Simpson	Marketing Executive	TEST	Claromentis Test	General	Distribution	⊖	
Joe Bloggs		TEST	Claromentis Test	General	Distribution	⊖	
Jacob Black	Health &	OPS-001	Bean & Brew Coffee Co.	Operations	Distribution	⊖	

Settings tab

There is only one option here, and this will toggle the 'Finance & performance' tab from appearing in each Location.

The screenshot shows the 'Settings' tab in the Admin section. The 'Show finance & performance' toggle is currently turned 'Yes'. A 'Save' button is visible below the toggle.

Toggle this off if this is not a section that will be used.

It will no longer appear to anyone on the front end (if previously showing) and will not appear when [creating a new location](#) or [making edits](#).


The screenshot shows the 'Finance & Performance' section for 'The Alchemy Bar - Austin Texas'. It displays various financial metrics and an NPS score of 8.

Gross sales/revenue	US\$1,100,000.00	Annually	NPS 8
Net sales/revenue	US\$1,085,000.00	Annually	
Net profit	US\$243,000.00	Annually	
Net profit margin	22.40%	Annually	
Currency: US Dollar As of date: 01-12-2025			

Locations

Locations > The Alchemy Bar - Austin Texas

The Alchemy Bar - Austin Texas



Primary NAICS Code: 722515 (Limited-Service Restaurants - includes coffee shops, smoothie bars, juice bars) **Secondary NAICS Code:** 722513 (Full-Service Restaurants - for potential future expansion into more extensive pastry/food offerings, though current focus is limited)

Business Description

Alchemy Brew & Elixir Co., LLC operates "The Alchemy Bar" as a premium, non-alcoholic craft beverage and modern pastry establishment. The business specializes in innovative, high-quality, and meticulously prepared beverages, including nitrogen-infused cold brews, artisanal sparkling teas, sophisticated botanical elixirs, and gourmet sipping chocolates. It also offers a curated selection of globally inspired, modern pastries. The establishment emphasizes a unique customer experience through high-quality ingredients, expert preparation techniques, and an inviting, contemporary atmosphere. The business is committed to providing a sophisticated, alcohol-free social space for discerning consumers

AB-01-TX


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News From Austin



Created on 17 April 2026 by [Hannah Door](#). Last modified on 29 May 2026

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