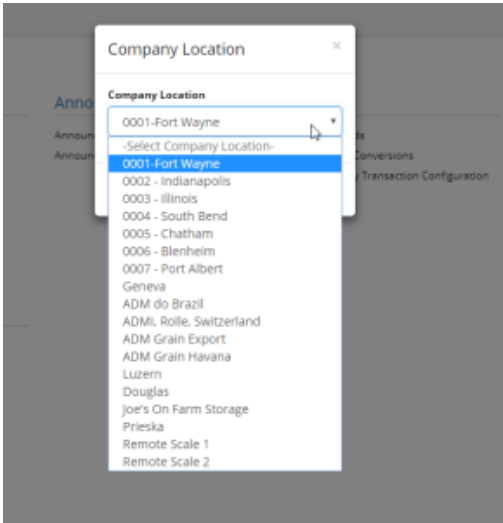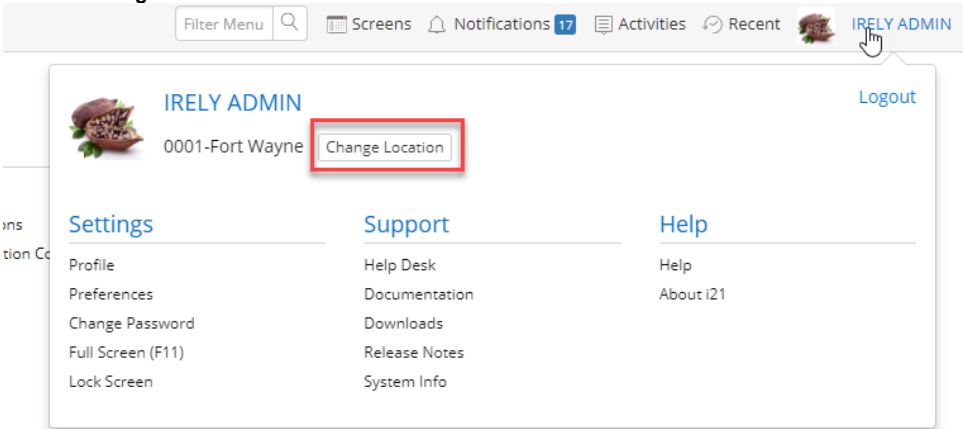# How to Switch Company Locations

Each user can have access to multiple company locations and may not have the same level of authentication in all company locations. To navigate through the company locations follow the steps below:
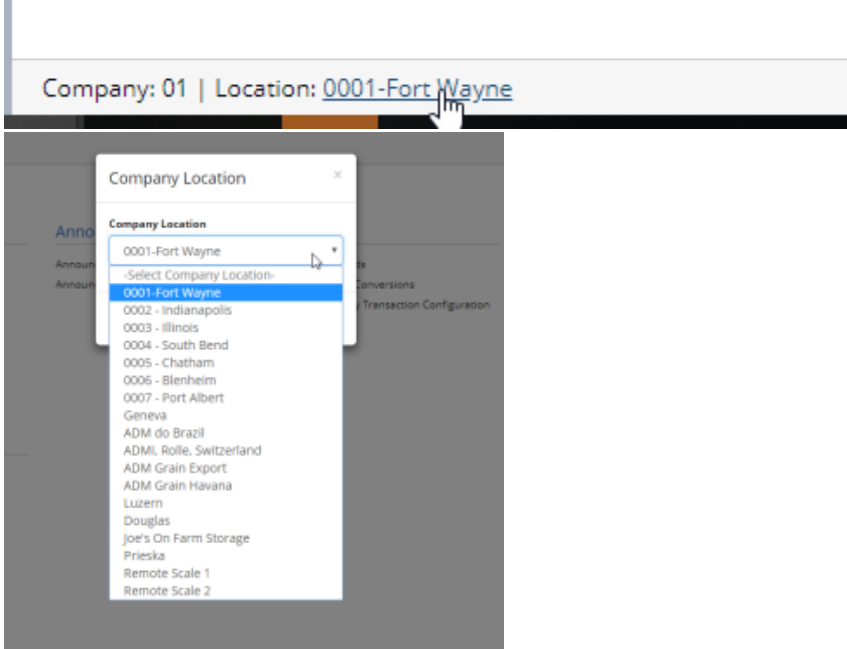
From User Menu Header:

1. From main menu, click the **User's** name so drop down menus will appear
2. Click the **Change Location** button then select the desired location

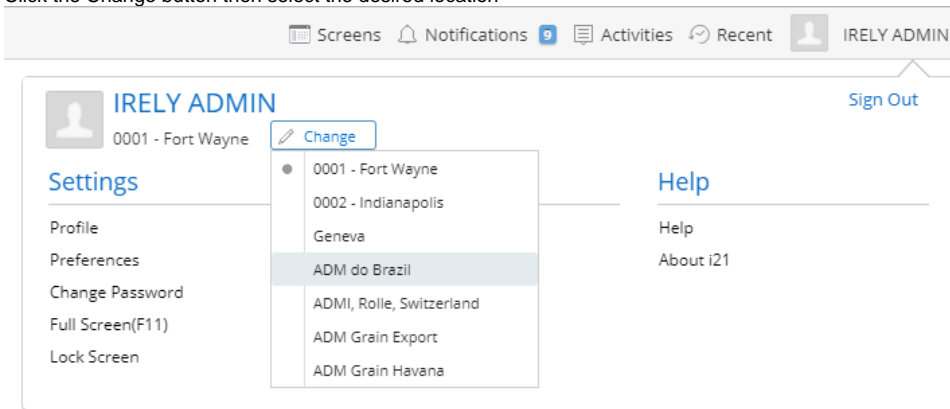3. Menus will refresh to reflect the menus associated to the location

From Footer:

1. Click the location name hyperlink in the footer then select the desired location

Company: 01 | Location: 0001-Fort Wayne

2. Menus will refresh to reflect the menus associated to the location
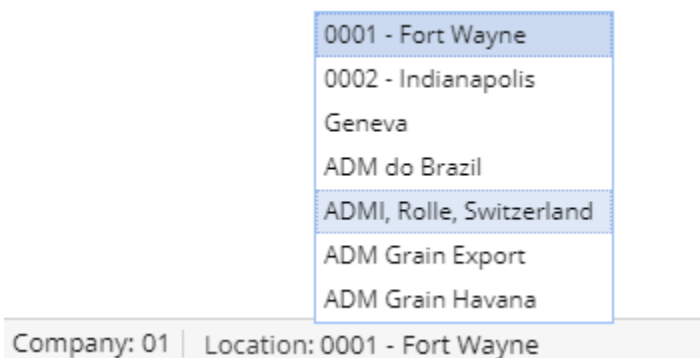
From Username Header:

1. From main menu, click the **User's** name so drop down menus will appear
2. Click the Change button then select the desired location

3. Menus will refresh to reflect the menus associated to the location
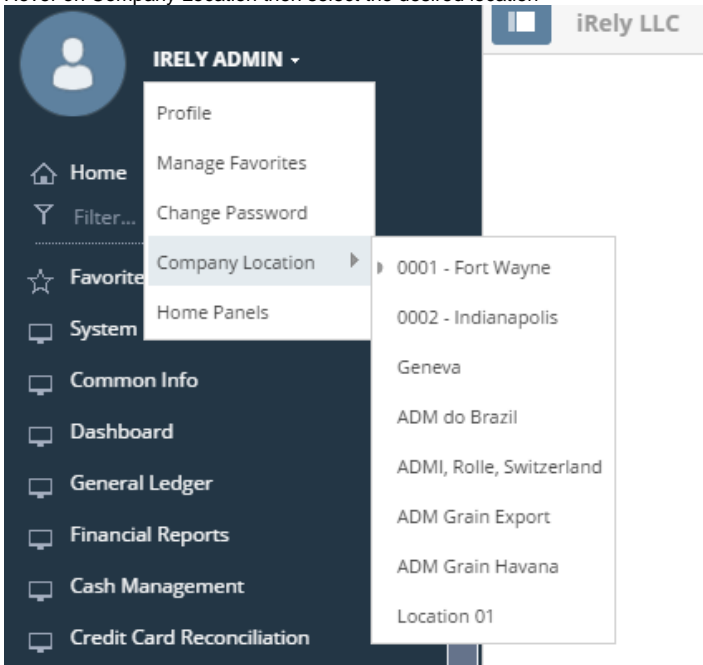
From Footer:

1. Click the location name in the footer then select the desired location

2. Menus will refresh to reflect the menus associated to the location
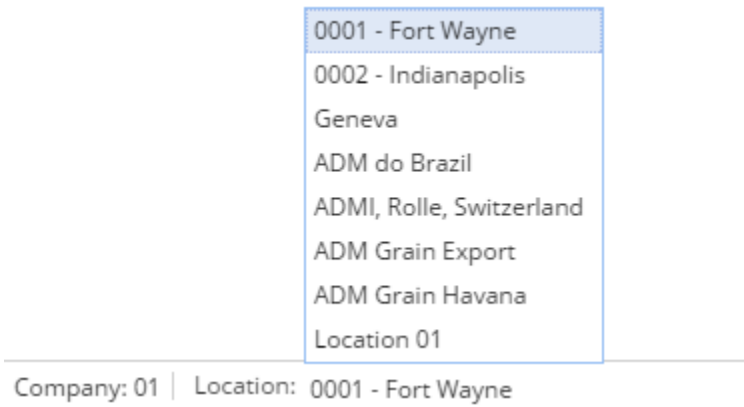
From Username Header:

1. From main menu, click the **User's** name so drop down menus will appear
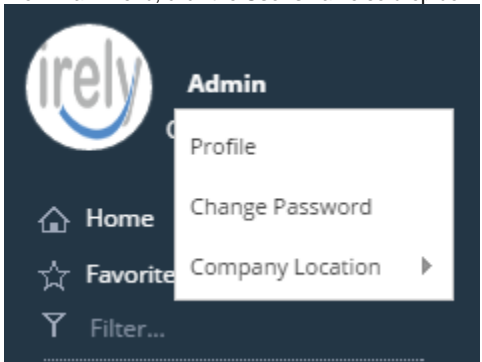2. Hover on Company Location then select the desired location

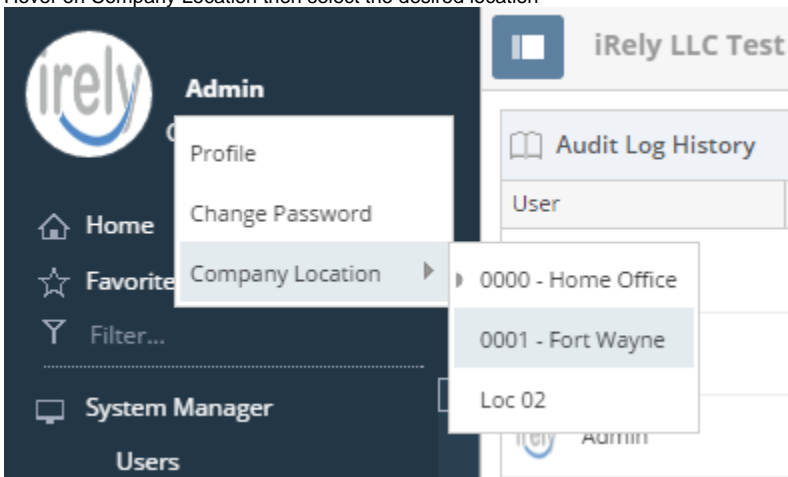3. Menus will refresh to reflect the menus associated to the location

From Footer:

1. Click the location name in the footer then select the desired location

2. Menus will refresh to reflect the menus associated to the location

1. From main menu, click the **User's** name so drop down menus will appear

2. Hover on Company Location then select the desired location

3. Menus will refresh to reflect the menus associated to the location