

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

Laboratory Inventory Locations (LIL)

Table des matières

1.	Naming Convention.....	3
a.	Rooms.....	4
b.	Product Type.....	4
c.	Storage Type.....	5
d.	Storage subtype.....	5
2.	How to find an existing Sub-location	6
a.	Add the Room Number (Name) in the Search box	6
b.	Search with the Building Name.....	6
c.	Search with the floor or a partial number.....	6
d.	View all rooms	6
e.	What is in this first view	7
3.	How to create a new Sub-location.....	9
a.	Click on "Add sub-location":.....	9
b.	Select the correct room.....	9
c.	Click on "Room Type".....	9
d.	Click on "Product Type".....	10
e.	Click on "Storage Type"	11
f.	Click on "Storage subtype"	11
g.	Click on "Save"	12
h.	Click on "Add shelf".....	12
i.	Click on "Add box".....	13
j.	Final view.....	14
4.	How to delete an existing Sub-location.....	15
a.	Write the name of the Room.....	15
b.	Select the Sub-location you want to remove	15
c.	Click on the Delete sub-location button.....	16

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

d.	The sub-location has been deleted	16
5.	How to delete an existing shelf of a Sub-location.....	17
a.	Write the name of the Room.....	17
b.	Select the Sub-location you want to remove	17
c.	Select the shelf you want to remove	18
d.	Click on the Bin button	18
e.	Confirm the Deletion.....	18
f.	On the page of the sub-location	19
g.	On the page of the shelves	20
6.	Accidental deletion.....	20
7.	Printing the Labels.....	20
8.	E-mails	21
9.	Ticket's (INC)	21

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

EPFL | LIL

Laboratory Inventory Locations

Manage your sub-locations

+ Add sub-location

Export to CSV

Room type

Product type

Storage type

Storage subtype

Room	Room type	Product type	Storage type	Storage subtype	Sub-location	Shelves / Boxes	Created	Deleted

This Webpage is the new portal to manage the Locations and Sub-locations for RMM.

To avoid any misunderstanding with Naming Convention used in RMM, all is now in English.

All Changes are processed overnight, and an email is sent with the result of the process to the user.

1. Naming Convention

As all the Portal has been fully renewed and redesigned, we have also modified the naming convention for the Sub-Location.

Now, it is also possible to create sub-location for Stockroom, Receiving Location, Storerooms and Laboratories.

The difference between Stockroom and Storeroom is: A Storeroom is the "Reserve" of the Stockroom.

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

a. Rooms

The new naming convention is for those main Rooms:

Room type
All
Laboratory (L)
Receiving location (T)
Stockroom (S)
Storeroom (R)

b. Product Type

Now, it is possible to select 3 Product Type. "Other" must be used only for Products that are not in one of the two other categories.

Product type
All
Gas bottle (G)
Chemical (C)
Other (A)

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

c. Storage Type

Storage Type is now divided into 8 categories. As usual, "Other" must only be used for Storage that is not found in the list.

Storage type
All
Cabinet (A)
Glove box (B)
Freezer (C)
Outdoor storage (E)
In the room (I)
Shelving (Y)
Fridge (R)
Other (U)

d. Storage subtype

Storage subtype is now divided into 6 categories, "Other" must only be used for Storage that is not found in the list.

Storage subtype
All
ATEX (X)
Fire resistant (EI90) (R)
Standard (S)
Ventilated (V)
Ventilated fire resistant (EI90) (F)
Other (A)

In front of each "name" there is a letter in (). This is the letter that will be used on the Label.

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

2. How to find an existing Sub-location

Once connected to the portal.

- Add the Room Number (Name) in the Search box
Known number, type it directly,
- Search with the Building Name
Start with the building's name, and LiL will list all rooms located in this building.

EPFL | LiL

Laboratory Inventory Location

Manage your sub-locations

+ Add sub-location

Q BCH

Room type



Product type

Room	Room type	Product type	Storage
BCH 1111	Laboratory (L)	Chemical (C)	Cabine
BCH 1111	Laboratory (L)	Gas bottle (G)	Cabine
BCH 1111	Laboratory (L)	Gas bottle (G)	Cabine
BCH 1218	Laboratory (L)	Other (A)	Freezer

- Search with the floor or a partial number
Add the beginning of the number, like the floor, etc.
- View all rooms
No number or name, LiL will list all rooms that are in the Database.

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

e. What is in this first view

Room	Room type	Product type	Storage type	Storage subtype	Sub-location	Shelves / Boxes	Created	Deleted
BS 123	Receiving location (T)	Other (A)	Freezer (C)	Standard (S)	BS.123 TA C1 S	BS.123 TA C1 S E1 BS.123 TA C1 S E1 B1 BS.123 TA C1 S E1 B2 BS.123 TA C1 S E1 B3 BS.123 TA C1 S E2 BS.123 TA C1 S E2 B1	07.08.2026 Roberto Trüb (112474)	
MA B0 94.3	Stockroom (S)	Gas bottle (G)	Outdoor storage (E)	Standard (S)	MA.B0.94.3 SG E1 S		07.08.2026 Roberto Trüb (112474)	
CH C3 474	Laboratory (L)	Chemical (C)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	CH.C3.474 LC A1 F		07.08.2026 Roberto Trüb (112474)	

Room	Room Name	Official EPFL Name
Room Type	All types of rooms that are available in RMM	Laboratory / Receiving Location / Stockroom / Storeroom
Product Type	Product category requiring traceability	Chemicals / Gas bottle / Other
Storage Type	Type of Storage available in EPFL	Cabinet / Glove Box / Freezer / Outdoor Storage / In the Room / Shelving / Fridge / Other
Storage subtype	Type of specific Storage	ATEX / Fire resistant (EI90) / Standard / Ventilated / Ventilated Fire resistant (EI90) / Other
Sub-location	The final name of the Sub-location	Name that will be printed on the Label before the Shelves or Box
Shelves / Boxes	The final name of the lower Label	Name that will be printed on the Label for the Shelves or Box
Created	Date of the Creation	Date of the Creation with the name of the user and the Sciper
Deleted	Date of the Deletion	Date of the Deletion with the name of the user and the Sciper

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

If a shelf or box is deleted, it will be crossed out.

EPFL | LIL

Laboratory Inventory Locations

Manage your sub-locations

[Add sub-location](#) [Export to CSV](#)

Search:

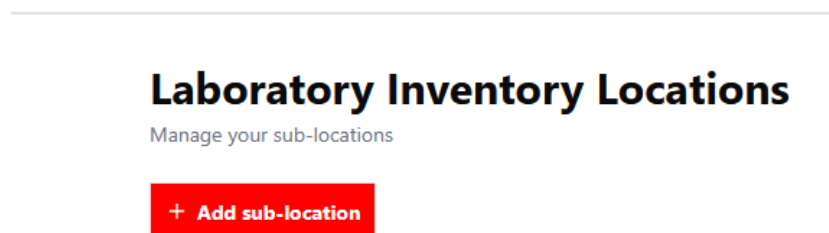
Room	Room type	Product type	Storage type	Storage subtype	Sub-location	Shelves / Boxes	Created
CH-GS-494	Laboratory (S)	Chemical (C)	Glove box (B)	Standard (S)	CH-GS-494-UC-B1-S	CH-GS-494-UC-B1-S-E1 CH-GS-494-UC-B1-S-E1-S1	21.08.2026 Acquies Gossaud (148572)
BCH-2110	Laboratory (S)	Chemical (C)	Cabinet (A)	Ventilated fire resistant (FR) (F)	BCH-2110-UC-A1-F	BCH-2110-UC-A1-F-E1 BCH-2110-UC-A1-F-E2 BCH-2110-UC-A1-F-E2-B1	21.08.2026 Mauricio Masi (303587)
CSV-305	Laboratory (S)	Gas bottle (G)	Cabinet (A)	Fire resistant (FR) (R)	CSV-305-UG-A1-R	CSV-305-UG-A1-R-E1 CSV-305-UG-A1-R-E1-B1	20.08.2026 Rosa Maggi (147712)
MA-A-1-912	Receiving location (T)	Gas bottle (G)	Outdoor storage (E)	Standard (S)	MA-A-1-912-TS-E1-S		20.08.2026 Rosa Maggi (147712)
CH-GS-494	Stockroom (S)	Other (A)	Shelving (Y)	Standard (S)	CH-GS-494-SA-Y-S	CH-GS-494-SA-Y-S-E1 CH-GS-494-SA-Y-S-E1-S1 CH-GS-494-SA-Y-S-E1-S2 CH-GS-494-SA-Y-S-E1-S3 CH-GS-494-SA-Y-S-E1-S4 CH-GS-494-SA-Y-S-E1-S5 CH-GS-494-SA-Y-S-E1-S6 CH-GS-494-SA-Y-S-E1-S7 CH-GS-494-SA-Y-S-E1-S8 CH-GS-494-SA-Y-S-E1-S9 CH-GS-494-SA-Y-S-E1-S10 CH-GS-494-SA-Y-S-E1-S11 CH-GS-494-SA-Y-S-E1-S12 CH-GS-494-SA-Y-S-E1-S13 CH-GS-494-SA-Y-S-E1-S14 CH-GS-494-SA-Y-S-E1-S15 CH-GS-494-SA-Y-S-E1-S16 CH-GS-494-SA-Y-S-E1-S17 CH-GS-494-SA-Y-S-E1-S18 CH-GS-494-SA-Y-S-E1-S19 CH-GS-494-SA-Y-S-E1-S20 CH-GS-494-SA-Y-S-E1-S21 CH-GS-494-SA-Y-S-E1-S22 CH-GS-494-SA-Y-S-E1-S23 CH-GS-494-SA-Y-S-E1-S24 CH-GS-494-SA-Y-S-E1-S25 CH-GS-494-SA-Y-S-E1-S26 CH-GS-494-SA-Y-S-E1-S27 CH-GS-494-SA-Y-S-E1-S28 CH-GS-494-SA-Y-S-E1-S29 CH-GS-494-SA-Y-S-E1-S30 CH-GS-494-SA-Y-S-E1-S31 CH-GS-494-SA-Y-S-E1-S32 CH-GS-494-SA-Y-S-E1-S33 CH-GS-494-SA-Y-S-E1-S34 CH-GS-494-SA-Y-S-E1-S35 CH-GS-494-SA-Y-S-E1-S36 CH-GS-494-SA-Y-S-E1-S37 CH-GS-494-SA-Y-S-E1-S38 CH-GS-494-SA-Y-S-E1-S39 CH-GS-494-SA-Y-S-E1-S40 CH-GS-494-SA-Y-S-E1-S41 CH-GS-494-SA-Y-S-E1-S42 CH-GS-494-SA-Y-S-E1-S43 CH-GS-494-SA-Y-S-E1-S44 CH-GS-494-SA-Y-S-E1-S45 CH-GS-494-SA-Y-S-E1-S46 CH-GS-494-SA-Y-S-E1-S47 CH-GS-494-SA-Y-S-E1-S48 CH-GS-494-SA-Y-S-E1-S49 CH-GS-494-SA-Y-S-E1-S50 CH-GS-494-SA-Y-S-E1-S51 CH-GS-494-SA-Y-S-E1-S52 CH-GS-494-SA-Y-S-E1-S53 CH-GS-494-SA-Y-S-E1-S54 CH-GS-494-SA-Y-S-E1-S55 CH-GS-494-SA-Y-S-E1-S56 CH-GS-494-SA-Y-S-E1-S57 CH-GS-494-SA-Y-S-E1-S58 CH-GS-494-SA-Y-S-E1-S59 CH-GS-494-SA-Y-S-E1-S60 CH-GS-494-SA-Y-S-E1-S61 CH-GS-494-SA-Y-S-E1-S62 CH-GS-494-SA-Y-S-E1-S63 CH-GS-494-SA-Y-S-E1-S64 CH-GS-494-SA-Y-S-E1-S65 CH-GS-494-SA-Y-S-E1-S66 CH-GS-494-SA-Y-S-E1-S67 CH-GS-494-SA-Y-S-E1-S68 CH-GS-494-SA-Y-S-E1-S69 CH-GS-494-SA-Y-S-E1-S70 CH-GS-494-SA-Y-S-E1-S71 CH-GS-494-SA-Y-S-E1-S72 CH-GS-494-SA-Y-S-E1-S73 CH-GS-494-SA-Y-S-E1-S74 CH-GS-494-SA-Y-S-E1-S75 CH-GS-494-SA-Y-S-E1-S76 CH-GS-494-SA-Y-S-E1-S77 CH-GS-494-SA-Y-S-E1-S78 CH-GS-494-SA-Y-S-E1-S79 CH-GS-494-SA-Y-S-E1-S80 CH-GS-494-SA-Y-S-E1-S81 CH-GS-494-SA-Y-S-E1-S82 CH-GS-494-SA-Y-S-E1-S83 CH-GS-494-SA-Y-S-E1-S84 CH-GS-494-SA-Y-S-E1-S85 CH-GS-494-SA-Y-S-E1-S86 CH-GS-494-SA-Y-S-E1-S87 CH-GS-494-SA-Y-S-E1-S88 CH-GS-494-SA-Y-S-E1-S89 CH-GS-494-SA-Y-S-E1-S90 CH-GS-494-SA-Y-S-E1-S91 CH-GS-494-SA-Y-S-E1-S92 CH-GS-494-SA-Y-S-E1-S93 CH-GS-494-SA-Y-S-E1-S94 CH-GS-494-SA-Y-S-E1-S95 CH-GS-494-SA-Y-S-E1-S96 CH-GS-494-SA-Y-S-E1-S97 CH-GS-494-SA-Y-S-E1-S98 CH-GS-494-SA-Y-S-E1-S99 CH-GS-494-SA-Y-S-E1-S100	17.08.2026 Mauricio Masi (303587)

Crossed out shelf or box will disappear after 3 month to enhance the user view.

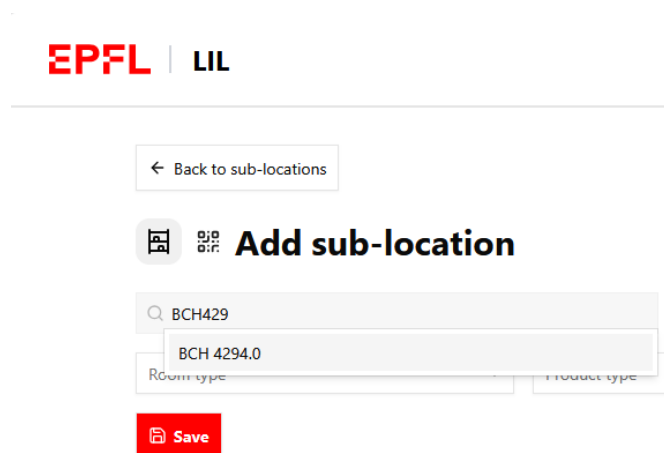
DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

3. How to create a new Sub-location

- a. Click on "Add sub-location":

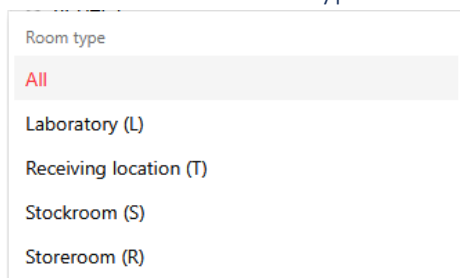


Start typing the name of the room, the program will automatically suggest to you some available rooms:



- b. Select the correct room.

- c. Click on "Room Type"



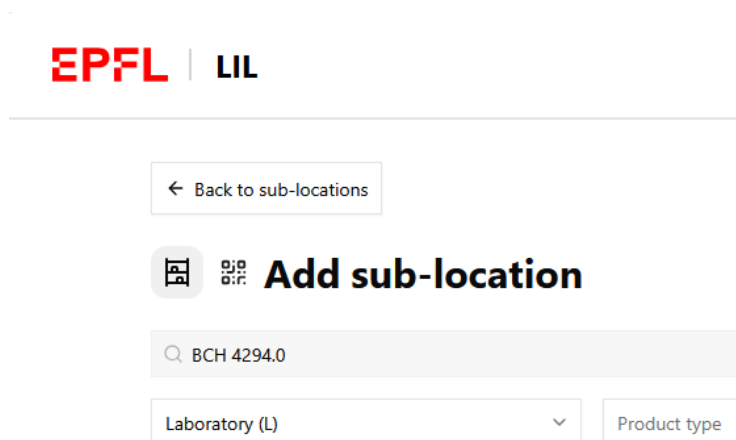
DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

To select and create labels for a Stockroom, Storeroom, or Receiving Location, the room must already have this status in RMM. Otherwise, label creation will not be possible.

If this occurs, please submit a ticket to the Service Desk, and the Service LiL team will handle your request.

Available options depend automatically on the Room, Product, Storage type, and Storage subtype, in accordance with EPFL Security Rules.

If you have selected "Laboratory", you will see



EPFL | LIL

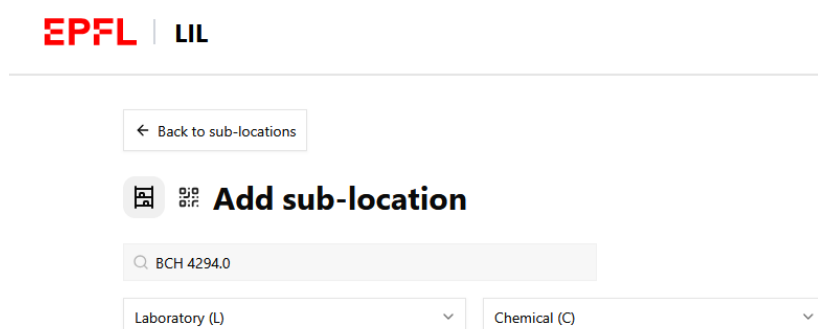
← Back to sub-locations

  **Add sub-location**

Q BCH 4294.0

Laboratory (L) Product type

d. Click on "Product Type"
Select the correct "Product"



EPFL | LIL

← Back to sub-locations

  **Add sub-location**

Q BCH 4294.0

Laboratory (L) Chemical (C)

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

e. Click on "Storage Type"

[← Back to sub-locations](#)


Add sub-location

Laboratory (L) ▼

Chemical (C) ▼

Freezer (C) ▼

f. Click on "Storage subtype"

[← Back to sub-locations](#)


Add sub-location

Laboratory (L) ▼

Chemical (C) ▼

Freezer (C) ▼

ATEX (X) ▼

 Save

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

g. Click on "Save"

The new name is now indicated on the page.

EPFL

LIL

← Back to sub-locations

BCH.4294.0 LC C2 X

Created by Roberto Trüb (112474) on 13.08.2026

Delete sub-location

BCH 4294.0

Laboratory (L) ▼

Chemical (C)

+ Add shelf

Now, you can add a shelf.

h. Click on "Add shelf"

BCH 4294.0

Laboratory (L) ▼

Chemical (C)

+ Add shelf

The new shelf is automatically created

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

[← Back to sub-locations](#)



BCH.4294.0 LC C2 X

Created by Roberto Trüb (112474) on 13.08.2026


Delete sub-location



BCH.4294.0 LC C2 X E1


Need to add more shelves? Click 'Add shelf' again.

Now, you can add a box that will be stored on the shelf.

- i. Click on "Add box"

[← Back to sub-locations](#)



BCH.4294.0 LC C2 X

Created by Roberto Trüb (112474) on 13.08.2026


Delete sub-location



BCH.4294.0 LC C2 X E1


DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

j. Final view

The system automatically saves all changes made, so you don't need to save when you're finished.

EPFL

LIL

← Back to sub-locations

BCH.4294.0 LC C2 X

Created by Roberto Trüb (112474) on 13.08.2026

Delete sub-location

BCH 4294.0

Laboratory (L)

Chemical (C)

BCH.4294.0 LC C2 X E1

BCH.4294.0 LC C2 X E1 B1

BCH.4294.0 LC C2 X E1 B2

BCH.4294.0 LC C2 X E1 B3

BCH.4294.0 LC C2 X E1 B4

BCH.4294.0 LC C2 X E1 B5

BCH.4294.0 LC C2 X E1 B6

BCH.4294.0 LC C2 X E1 B7

BCH.4294.0 LC C2 X E1 B8

+ Add box

BCH.4294.0 LC C2 X E2

+ Add box

BCH.4294.0 LC C2 X E5

BCH.4294.0 LC C2 X E6

EPFL VPO-SI ISCS BA
Service LIL
service_lil@epfl.ch
MA B0 452
Station N° 8
CH - 1015 Lausanne

14/08/2026
V 1.0

14

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

4. How to delete an existing Sub-location.

a. Write the name of the Room

EPFL | LIL

Laboratory Inventory Loc
Manage your sub-locations

+ Add sub-location

BCH 4415

Room type

Room	Room type	Product type
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Chemical (C)
BCH 4415	Laboratory (L)	Chemical (C)
BCH 4415	Laboratory (L)	Chemical (C)

b. Select the Sub-location you want to remove

EPFL | LIL

Laboratory Inventory Locations
Manage your sub-locations

+ Add sub-location

BCH 4415

Room type

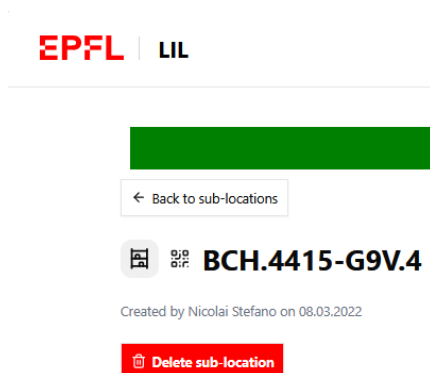
Product type

Storage type

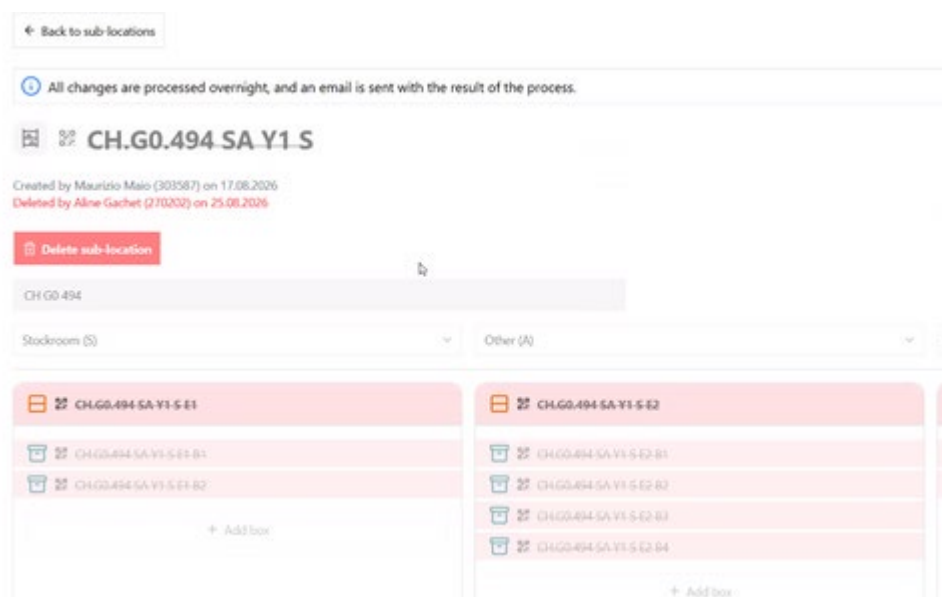
Room	Room type	Product type	Storage type	Storage subtype	Sub-location
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.7
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.6
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.5
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.4

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

- c. Click on the Delete sub-location button



- d. The sub-location has been deleted



On this view, you will see who has deleted it and when.

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

5. How to delete an existing shelf of a Sub-location.
 - a. Write the name of the Room

EPFL | LIL

Laboratory Inventory Loc
Manage your sub-locations

+ Add sub-location

Q BCH 4415

Room type

Room	Room type	Product type
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Gas bottle (G)
BCH 4415	Laboratory (L)	Chemical (C)
BCH 4415	Laboratory (L)	Chemical (C)
BCH 4415	Laboratory (L)	Chemical (C)

- b. Select the Sub-location you want to remove

EPFL | LIL

Laboratory Inventory Locations
Manage your sub-locations

+ Add sub-location

Q BCH 4415

Room type

Product type

Storage type

Room	Room type	Product type	Storage type	Storage subtype	Sub-location
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.7
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.6
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.5
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (EI90) (F)	BCH.4415-G9V.4

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

- c. Select the shelf you want to remove

EPFL

LIL

You are in test

← Back to sub-locations

BCH.4415-C9V.3

Created by Nicolai Stefano on 02.03.2022

Delete sub-location

BCH 4415

Laboratory (L)

Chemical (C)

BCH.4415-C9V.3S1

+ Add box

BCH.4415-C9V.3S2

+ Add box

- d. Click on the Bin button

BCH.4415-C9V.3S2

+ Add box

- e. Confirm the Deletion

Delete shelf

Are you sure you want to delete the shelf BCH.4415-C9V.3S2?

Cancel

Delete

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

f. On the page of the sub-location

You can see that the shelf is crossed out.

EPFL | LIL

You are in test environment

Laboratory Inventory Locations

Manage your sub-locations

[+ Add sub-location](#)

Export to CSV

Room typeProduct typeStorage typeStorage subtype

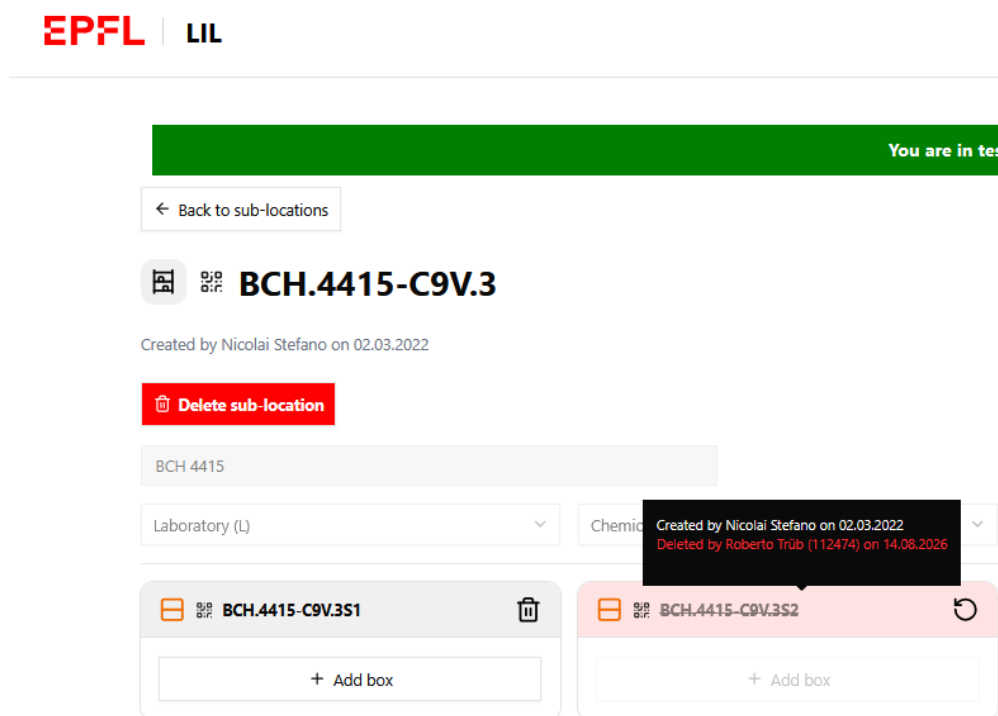
Room	Room type	Product type	Storage type	Storage subtype	Sub-location	Shelves / Boxes	Created	Deleted
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-G9V.7		08.03.2022 Nicolai Stefano	14.08.2026 Roberto Trüb (112474)
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-G9V.6		08.03.2022 Nicolai Stefano	
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-G9V.5		08.03.2022 Nicolai Stefano	
BCH 4415	Laboratory (L)	Gas bottle (G)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-G9V.4		08.03.2022 Nicolai Stefano	14.08.2026 Roberto Trüb (112474)
BCH 4415	Laboratory (L)	Chemical (C)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-C9V.3	BCH.4415-C9V.3S1 BCH.4415-C9V.3S2	02.03.2022 Nicolai Stefano	
BCH 4415	Laboratory (L)	Chemical (C)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-C9V.2	BCH.4415-C9V.2S1 BCH.4415-C9V.2S2	02.03.2022 Nicolai Stefano	
BCH 4415	Laboratory (L)	Chemical (C)	Cabinet (A)	Ventilated fire resistant (E190) (F)	BCH.4415-C9V.1	BCH.4415-C9V.1S1 BCH.4415-C9V.1S2	02.03.2022 Nicolai Stefano	

< PreviousPage 1 of 1Next >

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

g. On the page of the shelves

Hovering your mouse over the shelf name will show who deleted it and when.



6. Accidental deletion

If a storage location or a shelf has been accidentally deleted, only an administrator can reactivate it. To do so, please submit a ticket to the Service Desk. (1234@epfl.ch) and ask to assign it to LIL.

7. Printing the Labels

As is currently the case, once your sub-locations are created, you can go to an EPFL Stockroom the following day to print your labels.

Should an issue occur while creating or deleting a sub-location, a ticket will automatically be created and a support staff member will contact you.

DOCUMENTATION FOR COSEC AND STOCKROOM MANAGER

8. E-mails

E-mails will be sent for multiple reasons to the user.

- a) Unsuccessful Location / Sub-Location creation
- b) Successful Location / Sub-Location creation

Each type of email will explain to the user what the status of the request is.

9. Ticket's (INC)

LIL open automatically a ticket INC in Snow for all errors found.