



- Enter a **Start Date** for the location restriction.
- Select a **Reason** for the restriction.
- In the *Available Organizations* list, click to select one or more **Locations** at which you do not wish to accept a job.
- Click the **Add** button between the *Available Organizations* and the *Selected Organizations* lists. The Locations are moved to the *Selected Organizations* list.
  - Use the **Add All** button to select all items in the Available Organizations list.
  - Use the **Remove** button to remove an individual item from the Selected Organizations list.
  - Use the **Remove All** button to remove all items from the Selected Organizations list.
- Click the lower **Add** button to save the restriction information and add the restriction to the lower Organization Restrictions panel.

Because there is no End Date on this tab, when you save the location restriction, it will show [Open] in the Restrict End Date column. The restriction will be in effect until you delete it.

## Editing a Location Restriction

In the lower Organization Restrictions panel:

- Select the restriction.
- Click the **Edit** button to view its information in the upper Organization Restrictions panel.
- Make any necessary changes to the selections in the upper Organization Restrictions panel.
- Click the **Save** button.

## Deleting a Location Restriction

In the lower Organization Restrictions panel:

- Select the restriction.
- Click the **Delete** button.
- Click **Yes** in the confirmation box to delete the restriction.