

SimboVara Workflow

Customization: Add Office Location Details - Admin Panel

Purpose

Provide location and directions so Copilot can answer “where are you” and “how do I get there” questions.

What to include

- Location names and street addresses
- Parking information
- Public transport guidance
- Any special directions

Steps

1. In **Office Location Details**, enter locations in clear sentences.
2. Example content you can adapt:
 - 6633 E Highway 290, Suite 110, Austin, Texas 78723. Parking: on-site parking for visitors and tenants. Public transport: Cameron stop is the nearest, serving routes 300, 337, and 485.
3. Click **Save**.

Tips and Good practices

- List every location tied to the phone number so Copilot can answer for each one.
- Keep formatting simple so updates are easy.
- Review after any move or construction change.

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