

# Business Locations - An Overview

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The definition of the word *location* is "a particular place or position", but what does **Location** in Jackrabbit refer to?

Business Locations are a setting in your Jackrabbit system (*Gear icon > Settings > General > Business Locations - left menu*) that can be used to separate business activities as well as set access permissions for different Jackrabbit Users.

When your Jackrabbit system was first created, a Business Location value was automatically added. A minimum of one Location is required. However, you can have as many Locations as you need - there are no additional fees for extra Locations! Refer to [Add, Edit, or Delete a Business Location](#) for more information.

## How Business Locations Affect the Jackrabbit System

**Single Location System** - When there is only one Business Location in your Jackrabbit system, the Location setting has very little impact. All data within Jackrabbit is assigned a Location value (families, classes, transactions, etc.). With only one Location available, all data is assigned to that Location.

**Multiple Location System** - There are several effects of having multiple Business Locations in Jackrabbit.

- All data within Jackrabbit is assigned a Location value (families, classes, transactions, etc.). Classes can be assigned a Location based on where they are held. Families can be assigned a Location based on where they live. You can track your revenue based on the Location of the class taken or by the Location of the family who took the class. The choice is yours! See [Revenue Tracking with Multiple Business Locations](#) for full details.
- Drop-down lists and report filters throughout Jackrabbit will allow you to report on families, classes, transactions (revenue), etc., for each Location separately or for all Locations.
- You can limit the access your Users have to information in your system by Location. See [Set/Edit Jackrabbit User ID Permissions](#) for more information.
- Online Registration can be streamlined with the ability to [group your Class Listings Tables](#) by Location.
- Families who take classes in multiple Locations will need only one [Parent Portal](#) login to be able to access all of their student enrollment information.

If you think that multiple Locations are for you, check out our section of articles [Work With Multiple Business Locations in Jackrabbit](#) to learn more!

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## Frequently Asked Questions

**Q.** *Why would I want more than one Business Location in my system?*

**A.** There are a number of reasons why you might opt to add additional Business Locations. Here are a few examples:

- You have multiple physical locations and want to keep track of everything in one system but have the ability to report on each location separately.
- You have multiple programs operating in the same facility and want to share one system, but you need to lock down access to information based on the program.
- You have a partner and share a facility, customers, and one system but need to keep the finances separate for each of you.

**Q.** *How is a family's Business Location determined?*

**A.** A family's Business Location is determined during registration and is located on the **Summary** tab of their *Family* record.

- **Registrations are done from within Jackrabbit** -the Location for the family is selected by the User when a family is added from the *Families (menu)*:
    - *Families (menu) > Quick Registration*
    - *Families (menu) > All Families > Add New Family (icon) > Use Quick Registration Form button (preferred) or Enter Family Name Only (link).*
  - **Registrations done through Online Registration** -the Location for the family is determined by one of the following:
    - The first class selected during registration.
    - The first alphabetical Location is listed in your system when there are no classes selected.
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