

Add, Edit, or Delete a Business Location

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Business Locations are managed from the **Gear** (icon) > **Settings** > **General** > **Business Locations** (left menu).

Add a New Business Location

1. Click the **+ Add Location** button to create a new Business Location.
2. Enter a **Location Name** and **Location Code**.
 - Commas cannot be used in the Name or Code; a warning will display if you attempt to use a comma.
 - The system will check to be sure the code is available.
3. Click **Save**.

General Settings

← RETURN **SAVE CHANGES**

Business Locations

Locations (including business sites like streets, cities, states, or regions) are assigned to all data in Jackrabbit. A minimum requirement of one Location (Main) has been automatically added.

Rooms (instructional spaces) can be customized separately under Settings > General > Drop-Down Lists and assigned to classes using Classes > Edit All Classes.

- Use the Edit (pencil) icon to edit Location details. Don't see the Edit icon? Check your user permissions.
- Contact Support to delete a Location.
- Learn more about Locations by clicking Help to visit our Help Center.

+ Add Location

View 1 of 2 Print

Code	Name	Phone
EDU	Main	(704) 895-4034
EDU-CH	Huntersville	(704) 555-1234

Add Location


Location Name*
South Brunswick

Location Code*
SBK

✓ Code is available!

SAVE CANCEL

Delete a Business Location

A Business Location cannot be deleted by a Jackrabbit User. You have to contact Jackrabbit Support (by clicking the question mark icon  in your database) and a Support Team member will help you with your request.

Edit or View a Business Location

From **Business Locations**, use the **Pencil** (edit) icon to the right of the Location you want to update. This will open the *Edit Location* window where the Location details can be added, viewed, or updated.

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+ Add Location

View 1 - 3 of 3

Print

Code	Name	
EDU	Main	(704)
EDU-CH	Huntersville	(704)
SBK	South Brunswick	

Edit Location

Details

Location Code **SBK**

Name

Address1

Address2

City State/Prov Zip/Post

Phone Fax

Website

Location Email

Contact Name Phone

	Edit
bittech.com	
bittech.com	



Change an Existing Business Location's Code

When your database is initially created, a Location Code is generated for you. You may want to change that code to something more meaningful to your organization.

Contact Jackrabbit Support (select the question mark button in your database) and a Support Team member will take care of the change for you. **Note:** *When a Location Code change is complete, all records (Family, Class, Student, etc.) in your database with the old Location Code are switched to the new Location Code.*



*It is not possible for a Jackrabbit User to delete a Business Location or change the Location Code from within your database. **Contact Jackrabbit Support** for assistance.*