

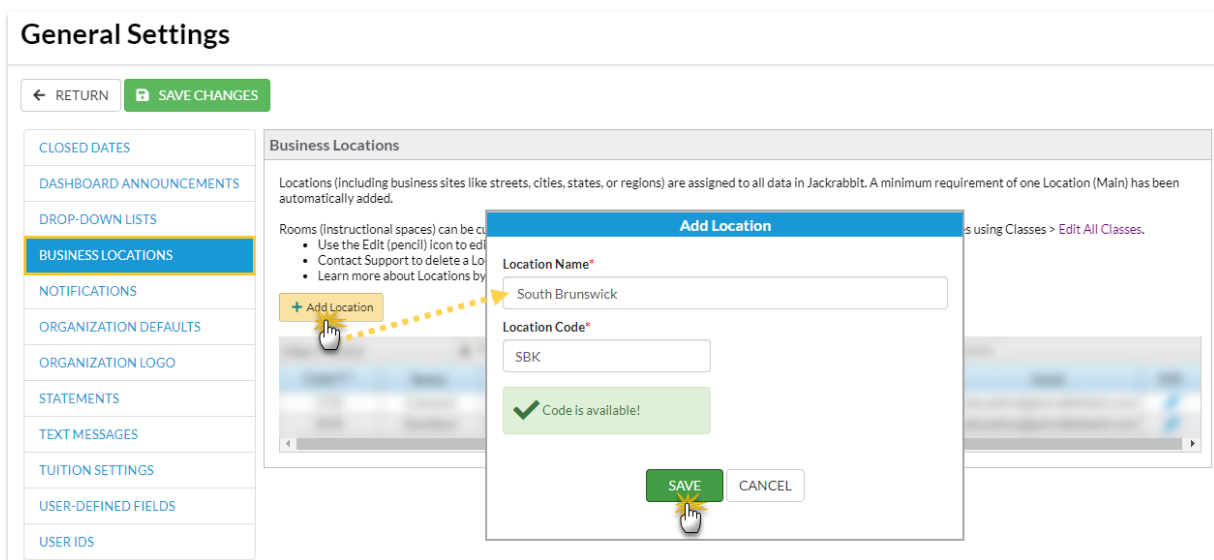
Add, Edit, or Delete a Business Location

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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**.



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  button 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 viewed or edited.

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 - 2 of 2

Code ↕ 1	Name
CCD	Concord

Edit Location

Details

Location Code CCD

Name

Address1

Address2


City State/Prov Zip/Post

Phone Fax

Website


Location Email

Contact Name Phone

Email	Edit
@jackrabbittech.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.