Add, Edit, or Delete a Location

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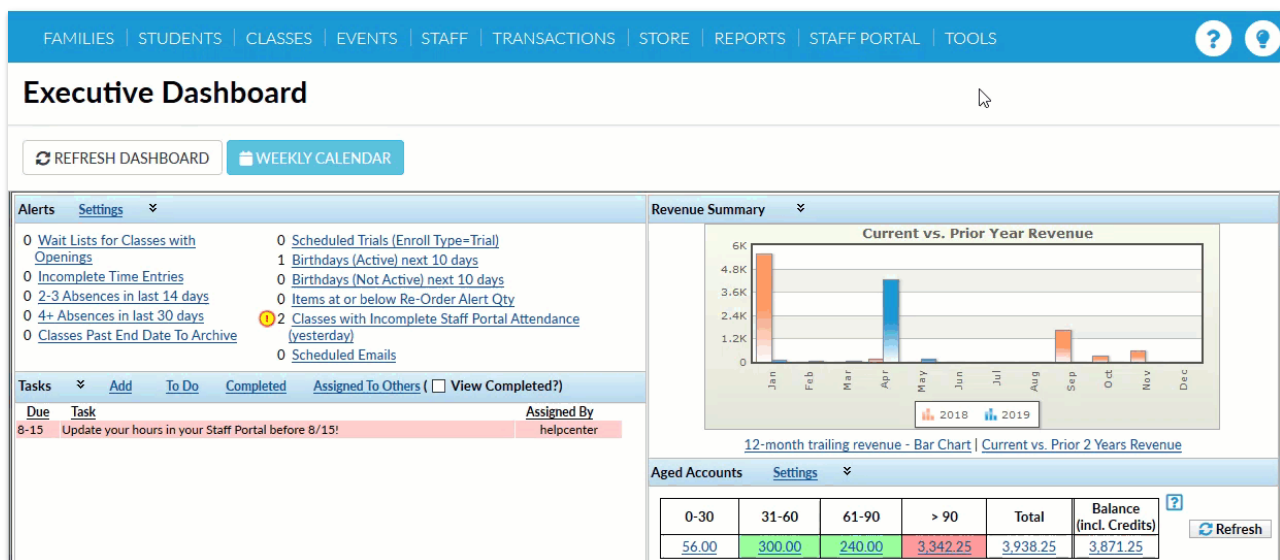
Locations are managed from the *Tools* menu > *Edit Settings.* Select *Locations* on the left menu.

Add a New Location

Use the **Add Location** button to create a new Location in your database.

Commas cannot be used in the *Location Name* *or the* *Location Code; a warning will display if you attempt to use a comma.*

Delete a Location

It is not possible for a Jackrabbit User to delete a Location from within your database.

Contact Jackrabbit Support (select the **?** button in your database) and provide the Location Code you want deleted; a Support Team member will take care of this for you.

Edit or View a Location

From the *Manage Locations* page, use the **Pencil** (edit) icon to the right of the Location you want to look at. This will open the *Edit Location* window where the Location's details can be viewed or edited.

Change an Existing 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.

It is not possible for a Jackrabbit User to change the Location Code from within your database.

Contact Jackrabbit Support (select the **?** button in your database) and provide the original Location Code and the new Location Code. A Support Team member will take care of the change for you. *Note: This will switch any records (Family, Class, Student, etc.) in your database with the old Location Code to the new Location Code.*