

# Add, Edit, or Delete a Location

Last Modified on 11/03/2020 12:31 am EST

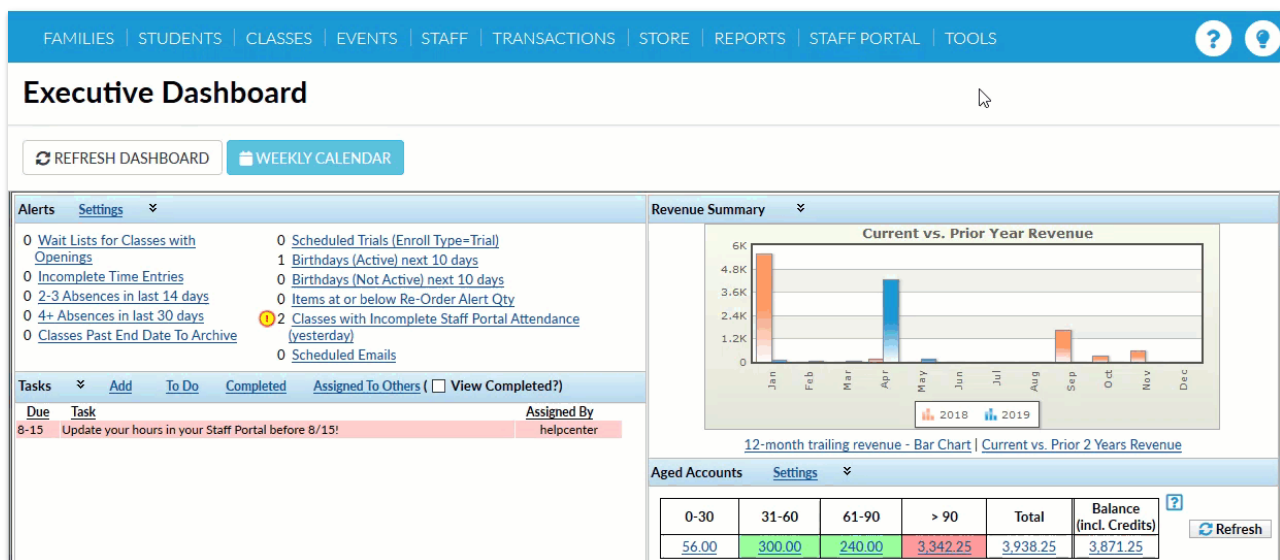
Locations are managed from the *Tools* menu > *Edit Settings*. Select *Locations* on the left menu.

## 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.

### Edit Settings

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USER IDS

#### Manage Locations

All data within your database is assigned a Location (Families/Accounts, Students, Classes, Events, etc.) A minimum of one location is required.

- 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

Print

Refresh

3 columns hidden

Show/Hide Columns

Save Columns

Restore Columns

Code ↕ 1	Name	Phone	City	State/Prov	Contact	Email	Edit
EDU	Jackrabbit Education	(704) 895-4034	Huntersville	NC		education@jackrabbittech.com	
SUP	Jackrabbit Support	(704) 895-2012	Huntersville	NC		support@jackrabbittech.com	

## 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.*