Update a Location

Description:

You can modify an existing location's details through the Locations options in the Administration menu.

To edit location details:

1. From the **Administration** menu, click **Locations**.

2. Click the name of the location.

3. Click **Edit**. Enter all required details.

4. To remove a location, select the **Inactive** option under the **Location Status** section.

5. Click **Save** to update details, or **Cancel** to keep original settings.