

# Update service locations

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If you want to update or edit the current service location, follow the steps below.

## Update a Service Location:

1. Click **Administration**.
  2. Select **Locations** from the menu.
  3. Select **Service locations** sub-menu.
    - a. The Service Locations screen will display.
  4. Select the **Show** button against the Service Location you wish to edit.
  5. Details for the Service Location will display - note any associated Medical Providers will also appear. (You can manage Medical Providers at Service Locations from this screen also. Refer to Medical Providers.
  6. Click the **Edit** button.
  7. Update applicable fields as per Adding a Service Location.
  8. Select the **Update Service Location** button.
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