

Update a location

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Update a location

1. Click **Administration**
2. Select the **Locations** menu.
3. Click the name of the location.
 - a. Location details will display.
4. Select **Edit** button.
5. Scroll down to section you wish to update.
6. Select **Update Location** button.

A Location can appear in one or more Location based Calendar Views. To make the location a member of a calendar view:

This is a check box for each Provider set up

Calendar	
Filed	Description
Calendar views	A location can appear in one or more location based Calendar Views. To make the location a member of a calendar view. This is a check box for each Provider set up.