

Add, Edit, or Delete a Location

Last Modified on 06/25/2019 2:50 pm EDT

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.

Executive Dashboard

REFRESH DASHBOARD WEEKLY CALENDAR

Alerts Settings

- 0 Wait Lists for Classes with Openings
- 0 Incomplete Time Entries
- 0 2-3 Absences in last 14 days
- 0 4+ Absences in last 30 days
- 0 Classes Past End Date To Archive
- 0 Scheduled Trials (Enroll Type=Trial)
- 1 Birthdays (Active) next 10 days
- 0 Birthdays (Not Active) next 10 days
- 0 Items at or below Re-Order Alert Qty
- 2 Classes with Incomplete Staff Portal Attendance (yesterday)
- 0 Scheduled Emails

Tasks Add To Do Completed Assigned To Others (View Completed?)

Due	Task	Assigned By
8-15	Update your hours in your Staff Portal before 8/15!	helpcenter

Revenue Summary Current vs. Prior Year Revenue

12-month trailing revenue - Bar Chart | Current vs. Prior 2 Years Revenue

Aged Accounts Settings

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
56.00	300.00	240.00	3,342.25	3,938.25	3,871.25

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

← RETURN **SAVE CHANGES**

CLOSED DATES
DASHBOARD ANNOUNCEMENTS
DROP-DOWN LISTS
LOCATIONS
NOTIFICATIONS
ORGANIZATION DEFAULTS
ORGANIZATION LOGO
STATEMENTS
TEXT MESSAGES
TUITION SETTINGS
USER-DEFINED FIELDS
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 ↕	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.*
