

## How to Add a Location

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If you want to add a new location to your Branch, make sure you are logged into a specific branch. Then from the [Room Reservation Maintenance](#) page, you can access the **Location List**.

To add a location, simply type the location name in the box.

To edit the name of a location, click the name from the list on the right and make your changes.

To turn a location into a room, [read this article about how to configure at room](#).

If you are using Events, [the location list](#) will be replicated there.

Online URL: <https://kb.demcosoftware.com/article.php?id=168>