How to Add a Location

Article Number: 168 | Rating: Unrated | Last Updated: Thu, Oct 6, 2011 at 2:06 PM

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