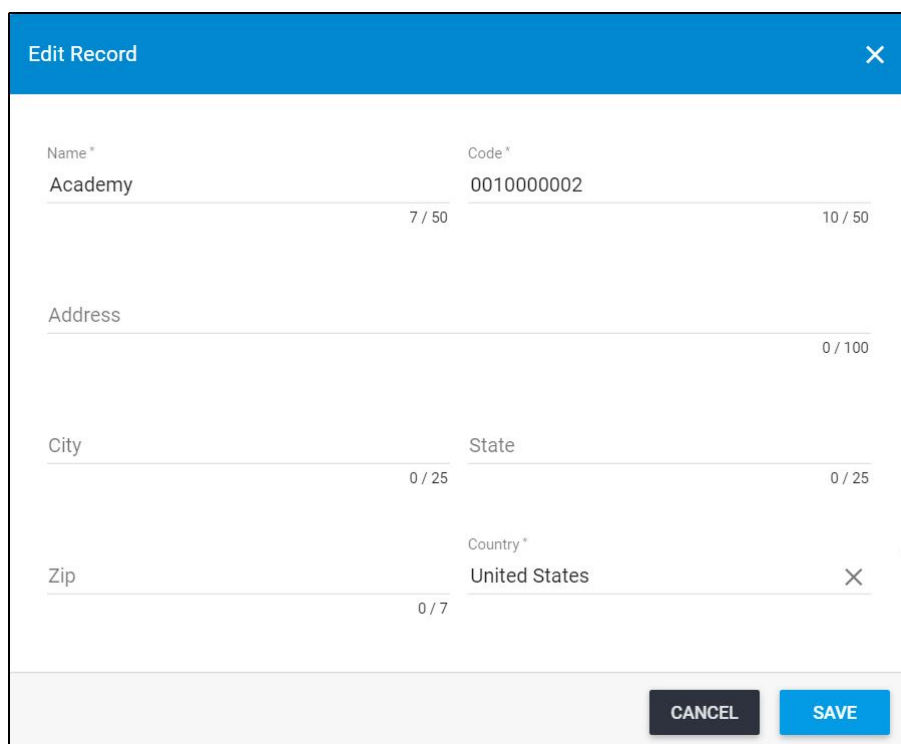


## Update location

To update a location, follow these steps:

1. Select “Edit Record” from the Actions menu next to the location you want to update, or view the location then click the **Edit** button, the following window appears:



The screenshot shows a modal window titled "Edit Record" with a close button (X) in the top right corner. The form contains the following fields:

Field	Value	Character Count
Name*	Academy	7 / 50
Code*	0010000002	10 / 50
Address		0 / 100
City		0 / 25
State		0 / 25
Zip		0 / 7
Country*	United States	X

At the bottom of the window, there are two buttons: "CANCEL" and "SAVE".

2. Make the changes you want to any of the displayed information,
3. Click **Save**.