



Locations: Making Edits over time

The Locations application is still in its beta phase so please bear this in mind when using it. As changes are made and more stable versions are released, the guides will be updated to reflect this.

Users with [edit rights](#) can make changes to locations for which they have this permission.

Edits are carried out from [the front end](#) of the location's application.

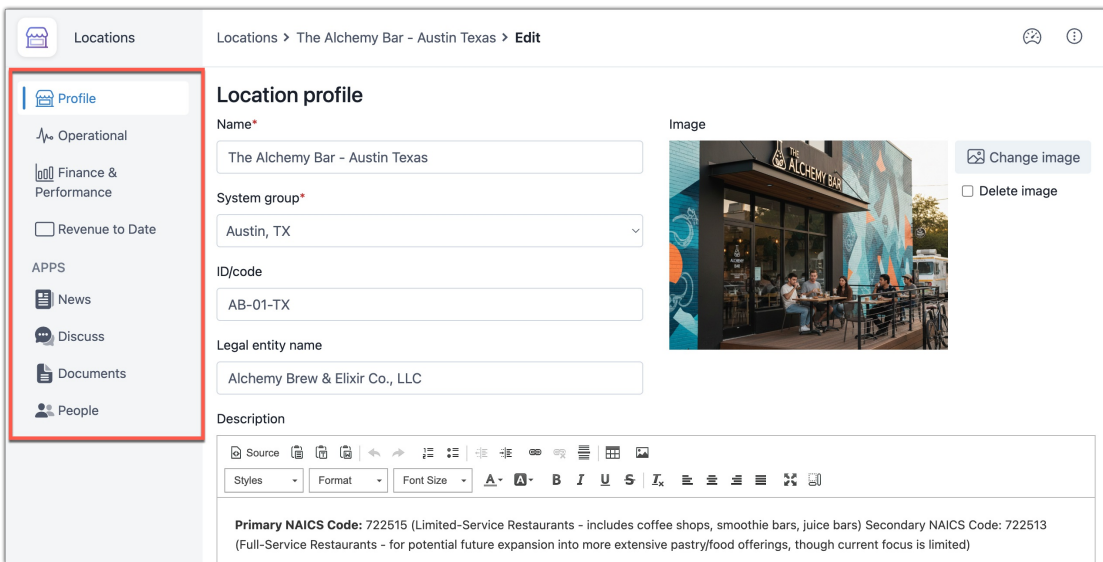
Locate and edit the location

- Open the locations application (Applications > Locations)
- Find the location to be edited (use the search bar or icons on the right to sort results) and click on this to open it
- A user with 'edit' rights to the location will see the 3 dots on the right
- Clicking this and selecting 'Edit' puts the location into edit mode.

A screenshot of the Locations application interface. The top navigation bar shows 'Locations' and 'Locations > The Alchemy Bar - Austin Texas'. The main content area displays the location name 'The Alchemy Bar - Austin Texas' and a red box highlights a three-dot menu icon. Below the name is a photograph of the bar interior. To the right of the photo is a description of the bar. Below the description is a 'Profile' section with the location ID 'AB-01-TX', the name 'Alchemy Brew & Elixir Co., LLC', and the address '1205 E 6th St, Suite 100, Austin, Texas, 78702, United States'. A sidebar on the left contains navigation options: Profile, Operational, Finance & Performance, APPS, and History. A dropdown menu is open next to the three-dot icon, showing 'Edit' and 'Delete' options.

Review what needs updating

In edit mode, all tabs can be opened and changes made to their content, just like when the location was [first created](#).



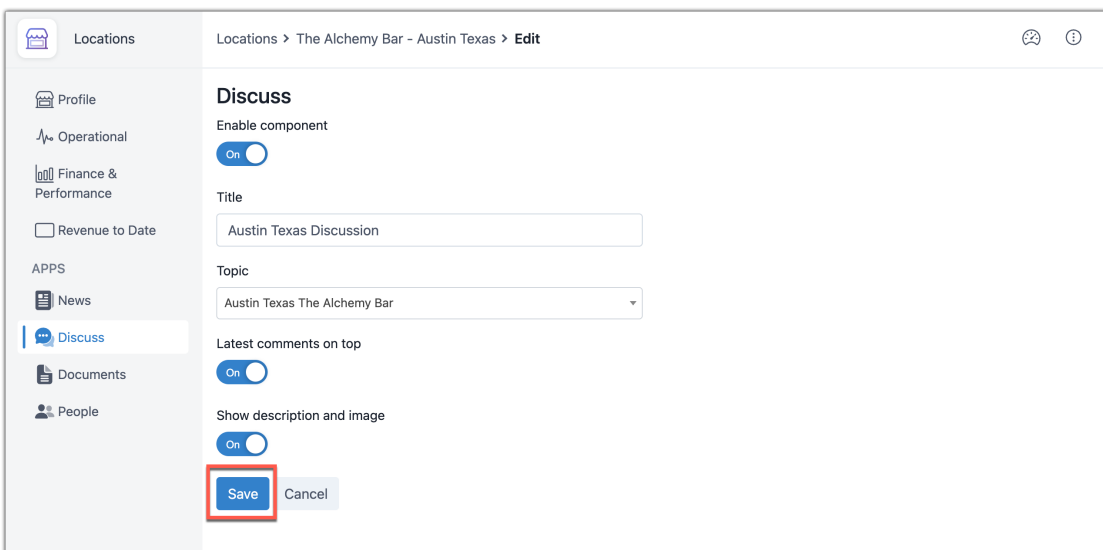
- **Profile:** Holds the properties and description of the Location, including name, address, etc
- **Operational:** Information about the business start date and any relevant supporting details.
- **Finance & Performance:** Must first be [enabled by an administrator](#). Financial information is entered here and will pull through to the dashboard.
- **Custom:** Embed code can be inserted here to display information from different sources you may have, and enhance the information locations hold. A stock example for you to try out is given [here](#). If you are interested in the more complex bespoke elements for this area, please raise a ticket [here](#) with your requirements, and our team will discuss this further with you.
- **News:** Select whether a News channel will display in the 'Profile' tab and which one.
- **Discuss:** Select whether a Discussion Topic will display in the 'Profile' tab and which one.
- **Documents:** Select whether a folder will display in a 'Documents' tab and which one.
- **People:** Select whether users will display in a 'People' tab and which group this should be.

Ensure all changes have been saved

Please note: There is no version history in Locations, so previous data is overwritten when saves are made. However, data can easily be put back in by editing the Location again, as long as your team has this stored elsewhere/can type it back in.

Save each tab as you go, using its own 'save' button to apply your updates.

All updates are immediate and can be seen by those with 'view' rights to the location.



Deleting Locations

Only users with 'delete' permission to a location will see the 'delete' option under the 3 dots when looking at it:



The screenshot shows a web interface for managing locations. The main content area displays the profile for 'The Alchemy Bar - Austin Texas'. On the right side of the profile, there are two buttons: 'Edit' and 'Delete'. The 'Delete' button is highlighted with a red rectangular box. The 'Delete' button has a trash can icon and a hand cursor. The 'Edit' button has a pencil icon. The profile information includes a photo of the bar, the address '1205 E 6th St, Suite 100, Austin, Texas, 78702, United States', and a 'Business Description' section. The 'Delete' button is located in the top right corner of the profile card.

Deleting a location is permanent, and the removed content cannot be retrieved.

If your team need the location back in the Intranet, this will need to be manually created and all its information filled out again.

Created on 14 April 2026 by [Hannah Door](#). Last modified on 29 May 2026

Tags: [franchise](#), [locations](#)