

Location Management > View Locations > Actions > Update Location

You can edit a location using two methods: directly from the table or from the location's detailed view.

Method 1: Edit Button in Table

1. **Click the "Edit" button next to the location label in the table.** This button provides direct access to the editable fields for that specific location.

The screenshot shows the NexaONE dashboard with a sidebar menu on the left. The main area displays a table titled 'Items' with columns: Label, Address Name, Address 1, Address 2, and City. The first row is 'Monroe - 288 Larkin' with address 'Umbrella Corp, 288 Larkin, Monroe'. The 'Edit' button (pencil icon) next to the label is highlighted with a red box. On the right, there is a 'Add New Location' panel with input fields for Label, Address Name, Address 1, Address 2, and City.

	Label	Address Name	Address 1	Address 2	City
View 	Monroe - 288 Larkin	Umbrella Corp	288 Larkin		Monroe
View 	San Diego - 13839 Chestn...		13839 Chestnut St		San Diego
View 	Herndon - 673 Pepper Wo...		673 Pepper Wood Circle		Herndon
View 	CURITIBA				CURITIBA
View 	NETHERLANDS				NETHERLU
View 	LOWER HUTT - 74 SEAVI...	VIRTUCON	74 SEAVIEW ROAD	SEAVIEW	LOWER HI

2. This will show location information in contextual side bar, click "Update Location"
3. This will display editable fields, adjust the location information as needed. Modify any of the fields, such as address, group, or label, to reflect the current details of the location.

The screenshot shows the same NexaONE dashboard, but the 'Location Details' panel on the right is now open. It contains input fields for Address 1, Address 2, Address 3, City, Region, Postal Code, and Country. The 'Update Location' button at the bottom is highlighted with a red box. The 'Edit' button in the table is also highlighted with a red box.

	Label	Address Name	Address 1	Address 2	City
View 	Monroe - 288 Larkin	Umbrella Corp	288 Larkin		Monroe
View 	San Diego - 13839 Chestn...		13839 Chestnut St		San Diego
View 	Herndon - 673 Pepper Wo...		673 Pepper Wood Circle		Herndon
View 	CURITIBA				CURITIBA
View 	NETHERLANDS				NETHERLU
View 	LOWER HUTT - 74 SEAVI...	VIRTUCON	74 SEAVIEW ROAD	SEAVIEW	LOWER HI
View 	CHANNAHON - 1-55 & Ars...		1-55 & Arsenal Rd		CHANNAH

4. **Click the "Update Location" button to submit the changes.** This saves the modified information and updates the location record.

The screenshot shows the NexaONE interface. On the left is a sidebar with navigation options: Dashboard, Assets, Entitlements, Locations (selected), Groups, Orders, Reports & Exporting, and Administration. The main area displays a table of locations. The right panel shows details for a selected location, including fields for Address 3, City, State, Zip, Country, Group, External IDs, and an 'Update Location' button, which is highlighted with a red box.

View	Location Name	Company	Address	City	State	Zip	Country
View	LEATHERHEAD - Virtuco...	Virtucon Inc	Virtucon House Ermyn Way	LEATHERHEAD			
View	Russellville - 13675 Hwy 43	Umbrella Corp	13675 Hwy 43	Russellville			
View	San Diego - 405 Warner L...		405 Warner Lane	San Diego			
View	LEATHERHEAD			LEATHERHEAD			
View	FAWLEY			FAWLEY			
View	SINGAPORE - ADMIN CO...		ADMIN CONTROL BUILD...	SINGAPORE			
View	Gadsden - 340 East Meig...	Umbrella Corp	340 East Meighan Blvd	Gadsden			
View	Cicero - 8064 Brewerton Rd	Umbrella Corp	8064 Brewerton Rd	Cicero			
View	CHANNAHON - I-55 & Ars...	Virtucon Inc	I-55 & Arsenal Rd	CHANNAHON			
View	SOUTHAMPTON			SOUTHAMPTON			

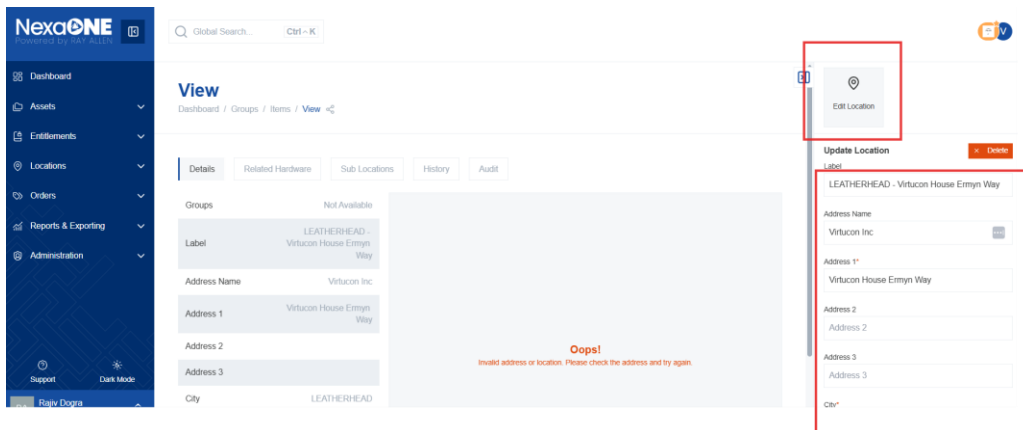
Method 2: Edit Location from View

1. Click the "View" button to zoom in on a specific location. This button displays detailed information about the location, including a map and related data.

The screenshot shows the NexaONE interface. The 'View' button for the first location in the table is highlighted with a red box. The right panel shows the detailed view of the selected location, including fields for Address 3, City, State, Zip, Country, Group, External IDs, and an 'Update Location' button.

View	Location Name	Company	Address	City	State	Zip	Country
View	LEATHERHEAD - Virtuco...	Virtucon Inc	Virtucon House Ermyn Way	LEATHERHEAD			
View	Russellville - 13675 Hwy 43	Umbrella Corp	13675 Hwy 43	Russellville			
View	San Diego - 405 Warner L...		405 Warner Lane	San Diego			
View	LEATHERHEAD			LEATHERHEAD			
View	FAWLEY			FAWLEY			
View	SINGAPORE - ADMIN CO...		ADMIN CONTROL BUILD...	SINGAPORE			
View	Gadsden - 340 East Meig...	Umbrella Corp	340 East Meighan Blvd	Gadsden			
View	Cicero - 8064 Brewerton Rd	Umbrella Corp	8064 Brewerton Rd	Cicero			
View	CHANNAHON - I-55 & Ars...	Virtucon Inc	I-55 & Arsenal Rd	CHANNAHON			
View	SOUTHAMPTON			SOUTHAMPTON			

2. **Click the "Edit Location" button in the contextual panel.** This button, located within the detailed view, allows you to modify the location's information.



3. Add or modify location information. Make any necessary changes to the location details in the editable fields and click update information.

