How to edit/delete sublocations

vøila!

Learn how to edit or delete sublocations with Voilà!



Select Organizational Structure



4 Click Locations Management



Click on the three dots located at the end of the locations from which you would like to edit/delete a sublocation

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Click Manage sublocations

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Click on the pencil located at the end of the sublocation to edit

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8 Edit the necessary information

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11 Click Delete

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12 Click Confirm

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