1. Business Information

Maintain the identity and contact information used by this location.

- How to update your business information
- How to update the business address

How to update your business information

Business Information identifies the location on receipts and throughout RepairNest POS. Keep it accurate so customers and employees see the correct business details.

Update the location

1. Open **Settings** and select **General**.
2. In **Business Information**, review the store name and DBA name.
3. Enter the business or license number when applicable.
4. Update the phone number, email address, and website.
5. Review the location code shown at the top of the section.
6. Save the General settings.

What each name means

- **Store name:** The primary name of this location.
- **DBA name:** The “doing business as” name used when it differs from the legal or account name.
- **Location code:** The identifying code assigned to the location. Do not replace it with a phone number or address.

Location-specific: When your organization has multiple stores, confirm that you are editing the intended location before saving.

How to update the business address

The business address helps identify the location on customer-facing documents and other areas that use location details.

Update the address

1. Open **Settings > General**.
2. Find **Business Address**.
3. Enter Address Line 1 and, if needed, Address Line 2.
4. Enter the city and postal or ZIP code.
5. Select the correct state or region.
6. Select the country.
7. Save the General settings.

Before saving

- Use the address of the location you are currently configuring.
- Choose the correct country before relying on the state or region selection.
- Review spelling and postal codes because these details may appear on customer documents.