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.

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