An accidental naming may have caused one Location to appear as two different Locations. For example, you may have two Locations named "Brentwood" and "Brentwood Job", both represent the same Location but named differently. To ensure accurate job costing, the "Merge Locations" feature allows you to combine both Locations.

Important Note: We recommend backing up your data prior to using this feature.

1. From Navigation click **Locations**, then click **Merge Locations** from the Locations Tasks menu.
   Note: Once Locations have been merged they CANNOT be separated again. We recommend that you backup your database before proceeding with the merge.

2. Click **Yes** when you are ready to proceed to merging Locations.

3. Checkmark the two Locations you want to combine. Click **Next**.

4. Using the drop-down arrow under **Merge Locations into**: and select the name of the Location name you want to keep. Click **Next**.

5. Click **Yes** to confirm. The two Locations have now been merged into one.