

Viewing & Editing Company Location Details

To view or edit company location details

1. On the **My ProjectTalk** page, go to the **Administration** section and click **Administer** next to **Company Administration**. The **Company Administration Details** page appears.
2. To edit company details click **Edit Details**. The **Edit Company** page appears. Update the any fields as necessary.
3. To add company locations click **Add Locations**. Enter the required information in the **Name of Location, Address, City, State/Province, Country** and **Zip/Postal Code** fields. Add any optional information and click **Done**.
4. To edit an existing company location click **Edit** to the right of the company location. The **Edit Company Location** page appears. Edit your location details, ensuring that all the required fields are completed and click **Done**.
5. To delete a company location click **Delete** to the right of the company location. ProjectTalk confirms that you want to delete the location