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How to Manage Your Office Locations

Max Mazo - 2025-10-27 - [Comments \(0\)](#) - [Forms, Precedents and Templates](#)

How to Manage Your Office Locations

This guide provides the necessary steps to add a new office location or to amend the details of an existing one within Yao. This functionality is essential for maintaining accurate records when your firm expands, relocates, or needs to update contact information, which is a key part of seamless practice management.

Prerequisites

- You must have **Administrator** permissions to access and amend office settings.

Navigate to the Offices Menu

The Offices section, which lists all current location details, is located within the main system **Configuration** menu.

1. Click the Configuration menu, which is represented by a cog icon, in the left-hand navigation pane.
2. In the sub-menu at the top of the screen, click Organisation.
3. Click the Offices sub-menu item.

1. The Offices screen will now display a list of all current office locations.

The screenshot shows the Yao system interface. On the left is a navigation pane with a 'Configuration' menu item highlighted with a green box. The main area displays the 'Offices' screen, which is part of the 'Organisation' sub-menu. The 'Offices' screen shows a table of current office locations. The table has columns for Name, Address Line 1, Street, City, County, State, and Postal Code. The data rows are: St Albans (25, Battlefield Road, London, UK, Greater London, WS1 4RT), London Bridge (Pink House, Stonebrook, Fulham, London, WS12 1RN), Manchester (456, Downing Road, Manchester, ME12 1TT), Exeter (78, River Street, Exeter, EX12 4RG), Germany, and London II.

Name	Address Line 1	Street	City	County	State	Postal Code
St Albans	25	Battlefield Road	London	UK	Greater London	WS1 4RT
London Bridge	Pink House	Stonebrook	Fulham	London		WS12 1RN
Manchester	456	Downing Road	Manchester			ME12 1TT
Exeter	78	River Street	Exeter			EX12 4RG
Germany						
London II						

Amend an Existing Office

If an office has moved premises or its contact details require correction, you can edit its entry from the Offices screen.

1. Locate the row of the office which you wish to amend.

2. On the far right-hand side of that office's row, click the **Menu** icon (three vertical dots).

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Office

Offices

Name	Address Line 1	Street	City	County	State	Postal Code
St Albans	25	Battlefield Road	London	UK	Greater London	WS1 4RT
London Bridge	Pink House	Stoneybrook	Fulham	London		WS12 1RN
Manchester	456	Downing Road	Manchester			ME12 LTT
Exeter	78	River Street	Exeter			EX12 4RG
Germany						
London II						

1. From the drop-down menu which appears, click Edit. The Update office pop-up window will appear.
2. Amend the necessary fields

Update office

Name

Exeter

Address Line 1

78

Street

River Street

City

Exeter

County

Enter county

State

Enter state

Postal Code

EX12 4RG

Cancel

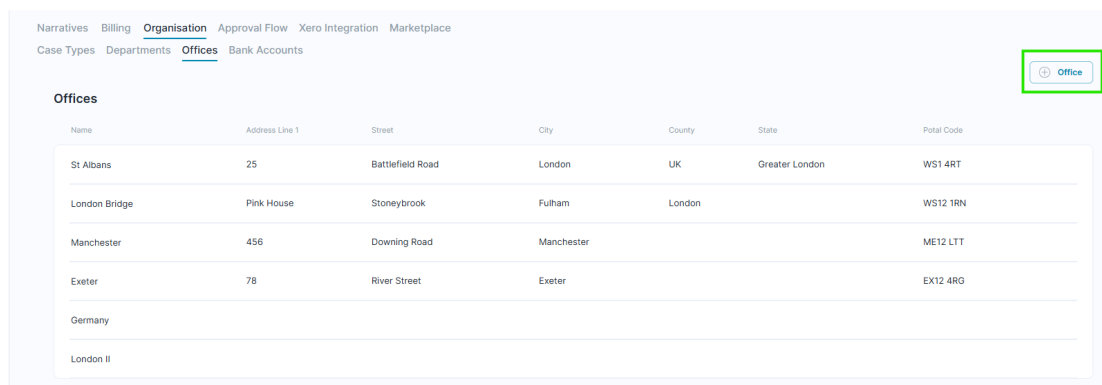
Save

1. Click the Save button. The updated office details will now be saved and reflected in the office list.

Add a New Office

Use the following steps to record a new office location for your firm.

1. In the upper-right corner of the Offices screen, click the Add Office button.



The Create office pop-up window will appear.

1. Fill in all required fields for the new location.
2. Click the Add button. The new office will now be created and will appear in the office list.

Important Note on Registered Office Changes

If the office you have updated or added is your firm's **registered office**, which is the official address recorded for the business, you must also notify the Yao support team. This additional notification is required so that the back-end system can be updated with the registered office change, which is a manual process.

Please notify the team by emailing **support@yaotechnology.com**.