

# How to Create Storage Locations

This QRG will walk you through creating storage locations in your inventory module. You can create as many or as little as you need depending on how you need to count items at your individual unit.

1. Go to Inventory>Manage Inventory.
2. Next, click on the plus sign in the left-hand tool bar.
3. You will then get a pop-up message asking you to name the Location.

The screenshot displays the 'Manage Inventory' interface. On the left, the 'Inventory' menu item is highlighted with a red circle and the number 1. A red arrow points to the plus sign icon in the 'Locations' section, which is also circled with a red circle and the number 2. A pop-up window titled 'Add Location' is shown on the right, with a red circle and the number 3 highlighting the 'Name' input field.

**Manage Inventory**  
\*Last closed Aug 14, 2024 at 4:29 AM by Amie Shuford

**Locations** ▼ < **All Locations**

+ 🗑️ 📝 ↑ ↓

🔍 Search By Location

**All Locations** ▼

BOH ▼

JANITORIAL ORDER GUIDE ▼

FOH ORDER GUIDE ▼

PORTER STOCKING PAR LIST ▼

**ADD LOCATION** ×

You can add areas, catalog items, unassigned items, and off-catalog items to your new Locations

Name 3

Test Location

CANCEL ADD



Once you name your Location, you'll hit Add. You will then see your new Location under the Locations.

COUNTED (13) UNCOUNTED (1971)

### Add Location

You can add areas, catalog items, unassigned items, and off-catalog items to your new Locations

Name  
Test Location

**CANCEL** **ADD**

KITCHEN (5)

Locations ▾		All Locations -> Test Location	
+ - ✎ ↑ ↓		ALL (0)	COUNTED (0) UNCOUNTED (
Q Search By Location		🔍	
All Locations ▾			
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PORTER STOCKING PAR LIST ▾			
Cooler			
New Location ^			
Shelf 1			
Test Location			



If you need to:

1. **Delete** a Location, hit the delete icon in the tool bar. Please note THIS WILL DELETE ALL ITEMS WITHIN THE LOCATION AS WELL. Make sure there are no items in the Location prior deleting.
2. **Edit** a location name, simply click the edit icon and rename the Location.
3. **Move** a Location up or down, simply click on the Location name and use the up and down arrows.

## Manage Inventory

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Locations ▾		<		All Locations -> Test Location	
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