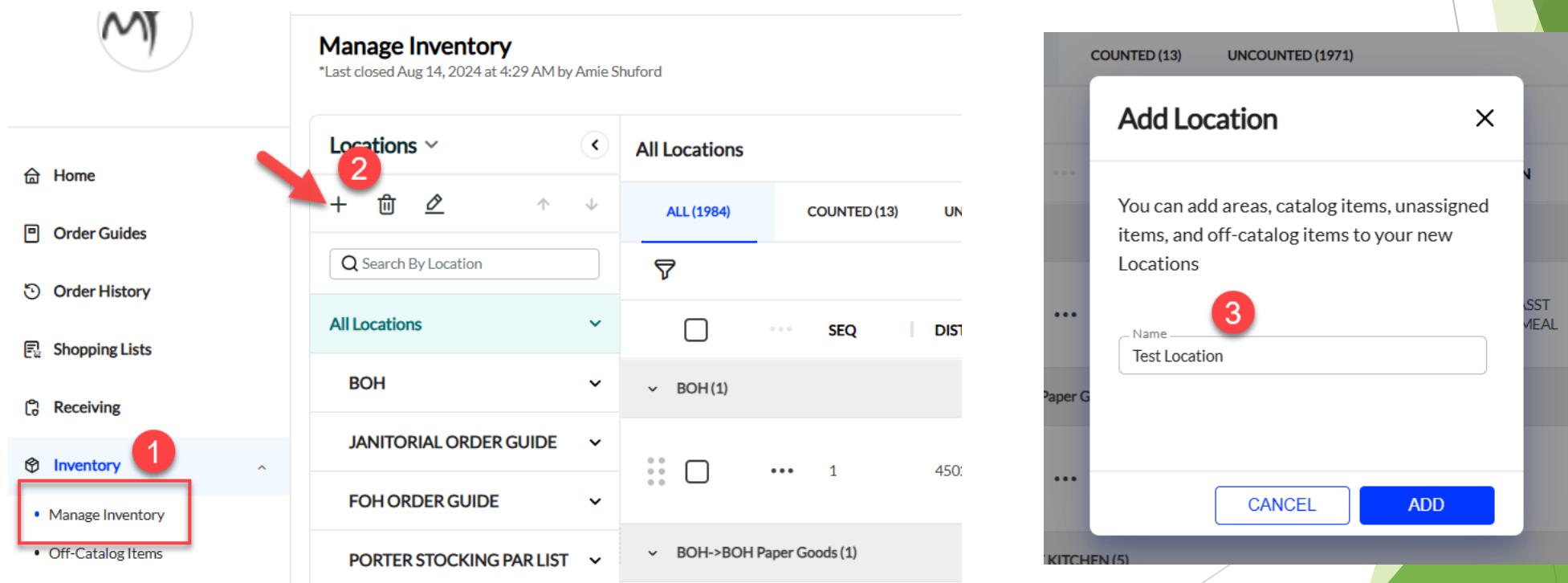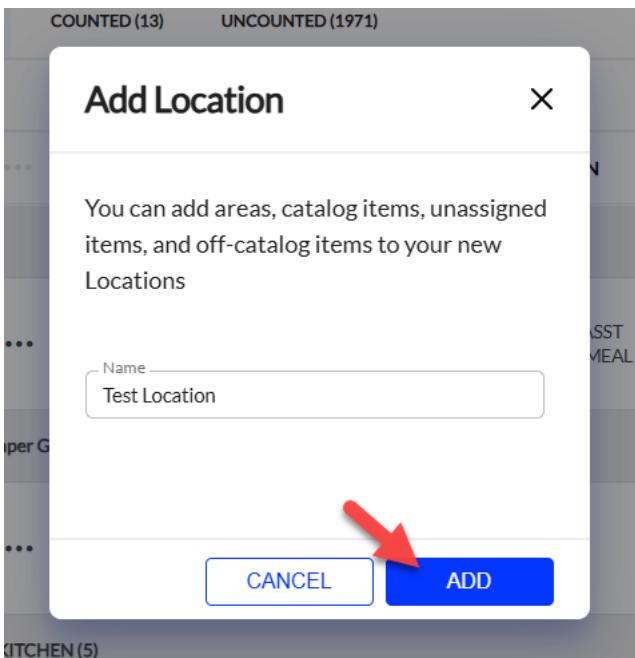# How to Create Storage Locations

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.

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

Add Location ✕

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

Name
Test Location

CANCEL   ADD

COUNTED (13)   UNCOUNTED (1971)

ITCHEN (5)

Locations ⌄   ‹

\+   🗑   ✏   ↑   ↓

🔍 Search By Location

All Locations   ⌄

BOH   ⌄

JANITORIAL ORDER GUIDE   ⌄

FOH ORDER GUIDE   ⌄

PORTER STOCKING PAR LIST   ⌄

Cooler

New Location   ⌃

Shelf 1

Test Location

All Locations -> Test Location

ALL (0)   COUNTED (0)   UNCOUNTED (

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.