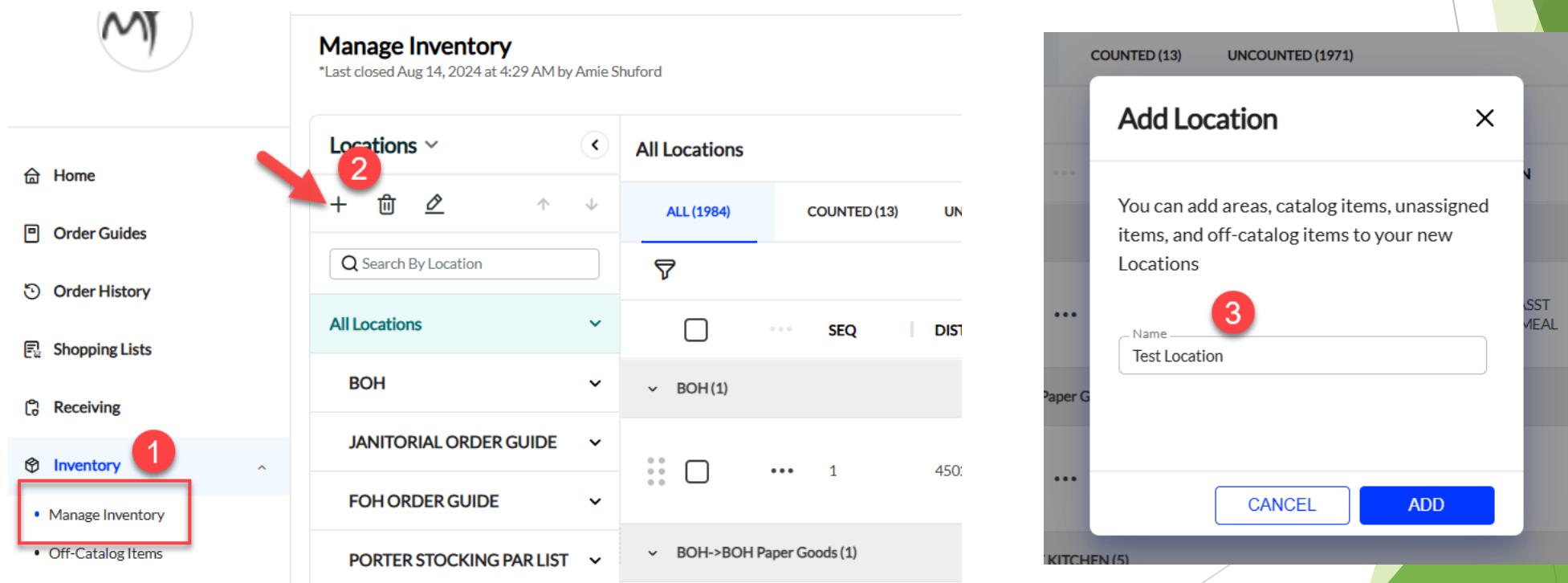


# How to Create Storage Locations

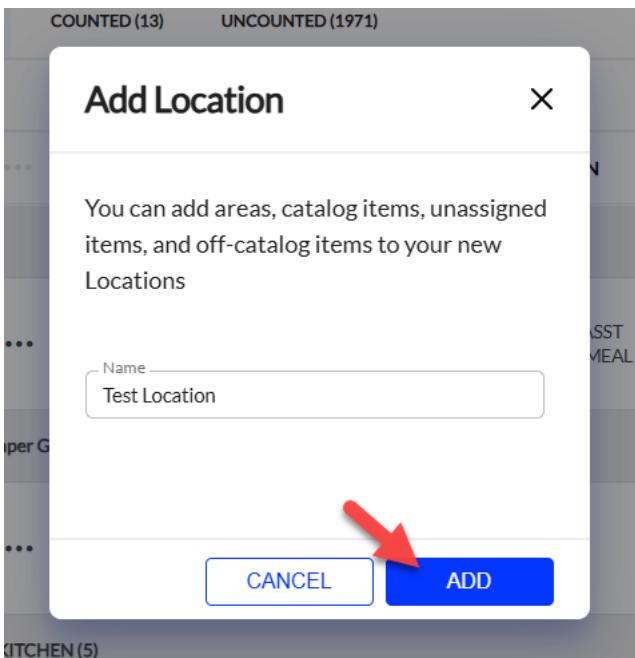
This QRG will walk you through creating storage locations in your inventory module. You can create as many or as little as you need depending on how you need to count items at your individual unit.

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.



A screenshot of a software interface for managing locations. At the top left is a header "Locations" with a dropdown arrow, which is highlighted with a red box. To its right are icons for adding (+), deleting (-), and editing (pencil). Below the header is a search bar with placeholder text "Search By Location". Underneath is a list of locations. The first item is "All Locations". Following that are "BOH", "JANITORIAL ORDER GUIDE", "FOH ORDER GUIDE", and "PORTER STOCKING PAR LIST", each with a dropdown arrow. The next item is "Cooler". Below "Cooler" is a section header "New Location" with a dropdown arrow. Under "New Location" are two entries: "Shelf 1" and "Test Location", the latter of which is highlighted with a red box and has a red arrow pointing to it. At the top right of the interface, there are tabs for "ALL (0)", "COUNTED (0)", and "UNCOUNTED (0)".



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

**Locations** 2

+ 1 2 3 Search By Location

All Locations -> Test Location

ALL (0) COUNTED (0) UNCOUNTED

All Locations

BOH

JANITORIAL ORDER GUIDE

FOH ORDER GUIDE

The screenshot shows the 'Manage Inventory' interface. On the left, a sidebar titled 'Locations' has three numbered callouts: '1' points to the '+' button for adding a new location; '2' points to the trash can icon for deleting a location; and '3' points to the up and down arrow icons for moving locations. Below the sidebar is a search bar labeled 'Search By Location'. The main dashboard area shows 'All Locations -> Test Location' with tabs for 'ALL (0)', 'COUNTED (0)', and 'UNCOUNTED'. A filter icon is also present. The main dashboard lists categories: 'All Locations', 'BOH', 'JANITORIAL ORDER GUIDE', and 'FOH ORDER GUIDE', each with a dropdown arrow.