



## Creating a Location - Admin

SOP 258

Revision A, 10/30/2020

Approved by: Don Stanton

### PURPOSE:

The location links the location to the location type.

### PROCESS STEPS:

1. Navigate to Inventory > I Maintenance > Locations
2. Select Add
3. In the Edit Location window:
  - a. Enter in the Location name
  - b. Choose a Location Type
  - c. Select capacity unit, if desired
  - d. Enter capacity, if desired
  - e. Enter location sequence (will be needed if pick path will be set-up)
  - f. Confirm the Active Box is checked
  - g. Click Save.

### REVISIONS

Rev	Date	Change
I/R	10/31/17	New
A	10/30/20	Change to v16 Menu names