Storage Locations

Storage Location Setup

1. Select Admin

   Help   Support   **Admin**   ⋮⋮⋮   N
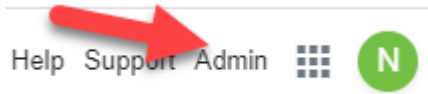
2. Select Storage Locations

   Locations

   📦 Storage Locations

   📍 Recipient Location
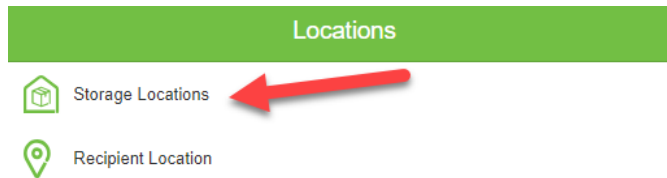
3. Enter in the details for the Storage Location. (Storage Location Name is required) Max capacity is to set a limit amount on the specified location. Leave blank if there is no need for a limit. Click "Add Storage Location" when finished.

   ### Add New Storage Location

   Name   Max Capacity (0 for unspecified)

   Description

   Add Storage Location

   Storage Locations

4. Once the Storage Location is created you can edit it by selecting the pencil , or to print a label with the Storage Location name and barcode on it.

	Name	Description	Max Capacity	Group
🖉 ‖‖‖	Shelf A		None Specified	☐
🖉 ‖‖‖	Shelf B		None Specified	☐
🖉 ‖‖‖	Rack 4		None Specified	☐

5. If need to print all storage locations, select the Group check boxes or the "Check All box" and select "Group Label Print".

🖉 ‖‖‖	Shelf A		None Specified	☐
🖉 ‖‖‖	Shelf B		None Specified	☐
🖉 ‖‖‖	Rack 4		None Specified	☐
🖉 ‖‖‖			None Specified	☐
🖉 ‖‖‖			None Specified	☐
				☐ Check All **Group Label Print**