

Add an Inventory Location

Adding an inventory location creates an additional location option that can be found on the location dropdown menu in the New Database Entry Modal when “Add Stock Item” has been selected from the Inventory Context Menu.

Location

Alberta - Warehouse1 - Shelf 01 ▼

- Alberta - Warehouse1 - Shelf 01
- Alberta - Warehouse1 - Shelf 02
- Alberta - Warehouse1 - Shelf 03
- Alberta - Warehouse1 - Shelf 04
- Alberta - Storage - Bin 01
- Alberta - Storage - Bin 02
- Alberta - Storage - Bin 03
- Manitoba - Storage - Shelf A

To add an inventory location, go to the Inventory Module Home Page.

 **Inventories**

Create Inventory

Title

GOS Inventory ...

Click on the name of the inventory you want to add a new stock item into

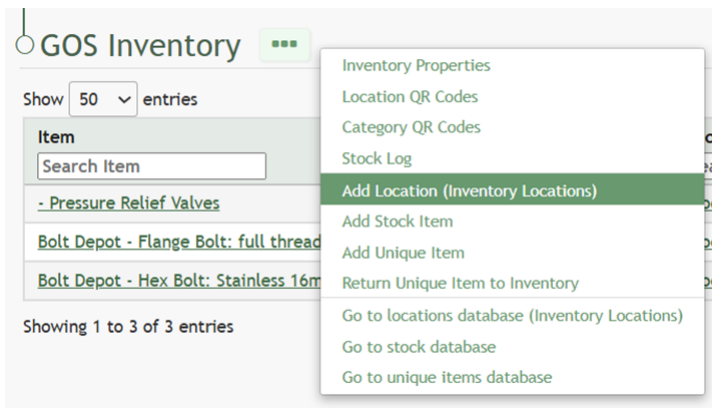
 **GOS Inventory** ... Inventory > GOS Inventory

Show 50 ▼ entries Search:

Item	Quantity	Location	Tags	Categories
- Pressure Relief Valves	2 View	Alberta - Warehouse1 - Shelf 02		
Bolt Depot - Flange Bolt: full thread 10mm x 1.25mm	61	Alberta - Storage - Bin 01		
Bolt Depot - Hex Bolt: Stainless 16mm x 2.0mm	60	Alberta - Storage - Bin 02		

Showing 1 to 3 of 3 entries Previous **1** Next

Click the three-dot icon to the right of the inventory name header opening the inventory context menu.



Select “Add Location (Database Name)” opening the New Database Entry Modal.

The Database Name shown in parenthesis will vary, as it is the name of the database used as the Locations Database for inventory set up.

A screenshot of the 'New Database Entry' modal form. The form has a green header with the title 'New Database Entry' and a close button. It contains four text input fields labeled 'Site', 'Building', and 'Position'. Below these is a 'Map' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right are 'Save' and 'Cancel' buttons.

Input the information into the modal for the new location.

The data fields requested by this modal for a new stock item will vary based on the way the inventory was setup.

Select “Save” and the new inventory location will be added to the database identified as the locations database in setup.

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