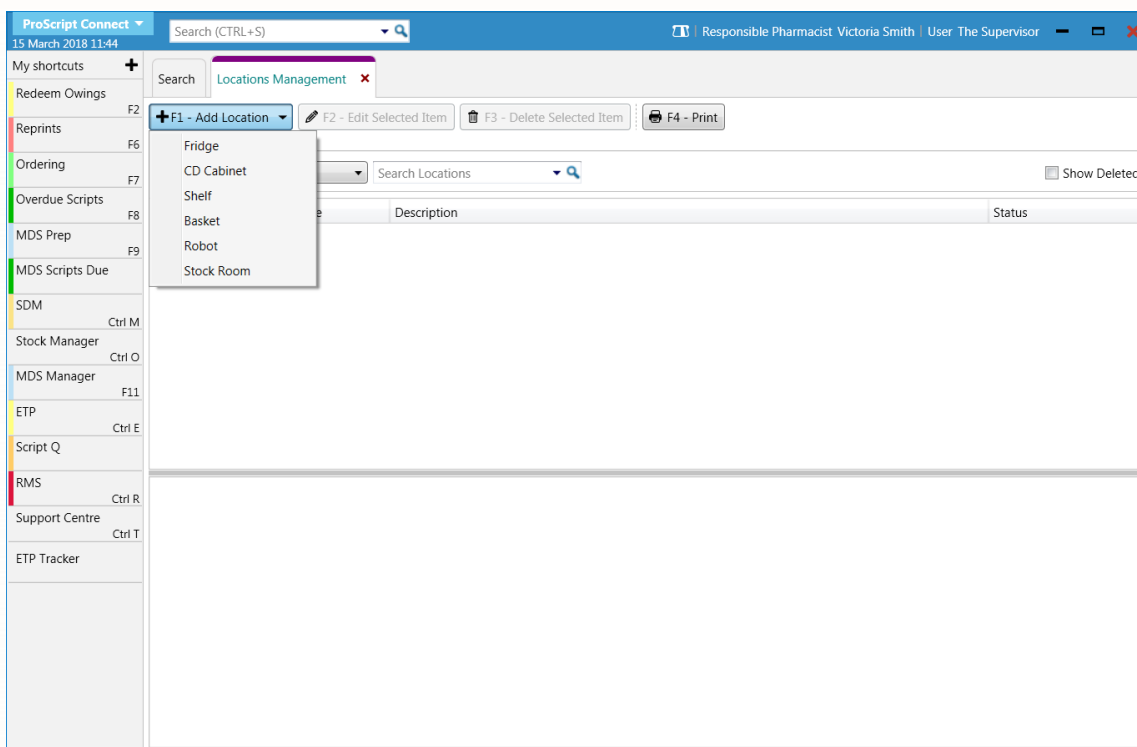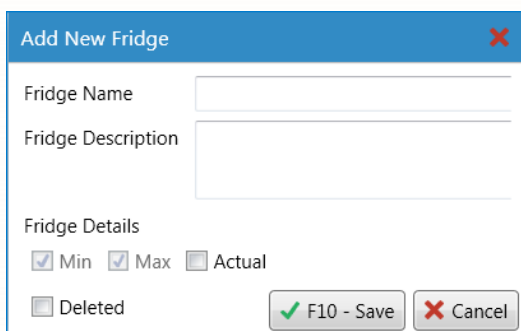# Adding a Location

1. From the Locations Manager, press **[F1 – Add Location]** and select the type of location you want to create from the list. You can select;
   - o Fridge
   - o CD Cabinet
   - o Shelf
   - o Basket
   - o Robot
   - o Stock Room

2. A blank Add New location window displays. The name of the window will vary depending on the location you have chosen to add.
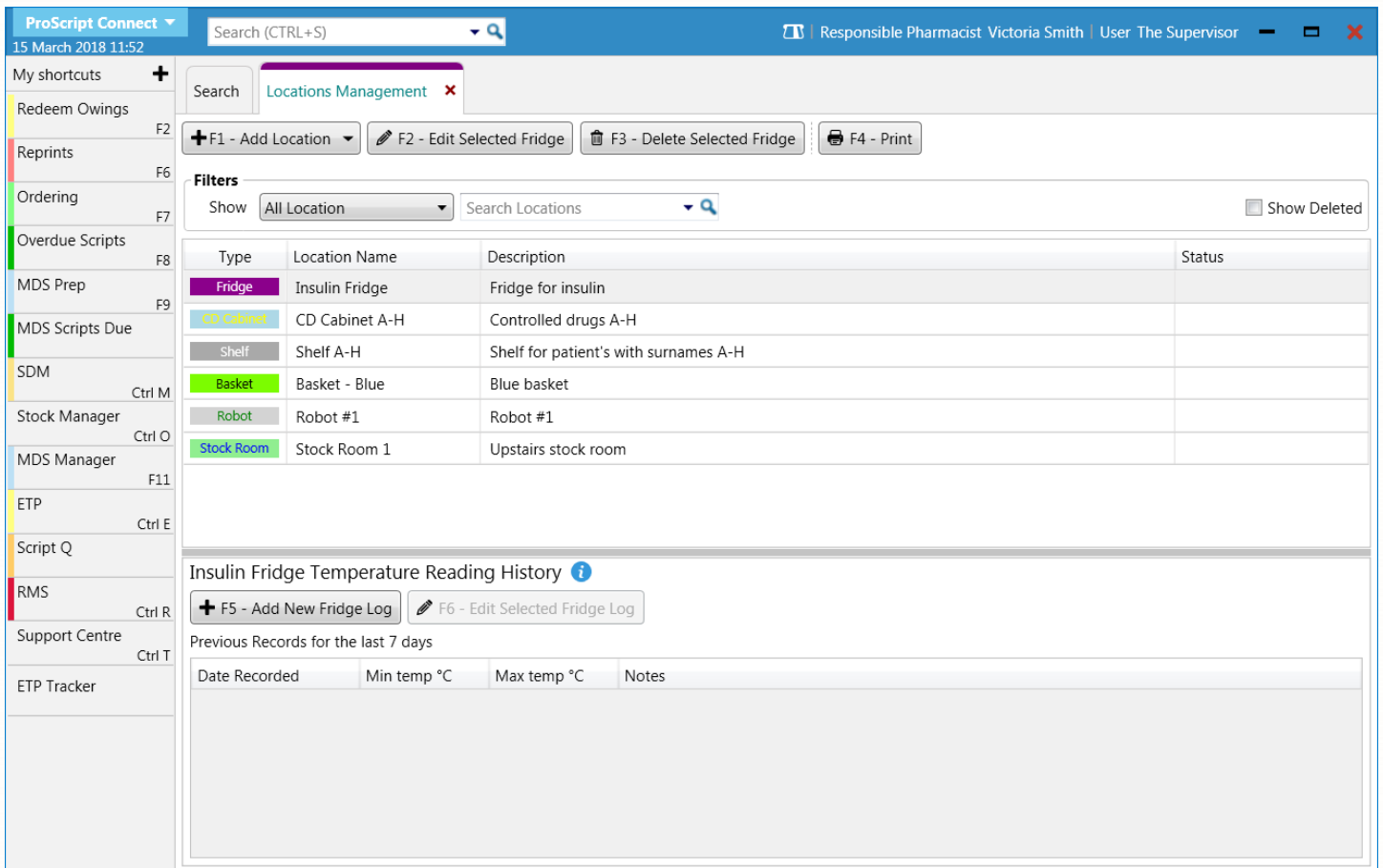
3. Enter the location *Name* and *Description*
4. Press **[F10 – Save]**.
5. The Locations Manager displays, with the newly-added location in the grid. The type will be tagged with varying colours depending on the location you have added
   - Fridges
   - CD Cabinets
   - Shelves
   - Baskets
   - Robots
   - Stock Rooms

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 October 2019		Joanne Hibbert-Gorst

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