

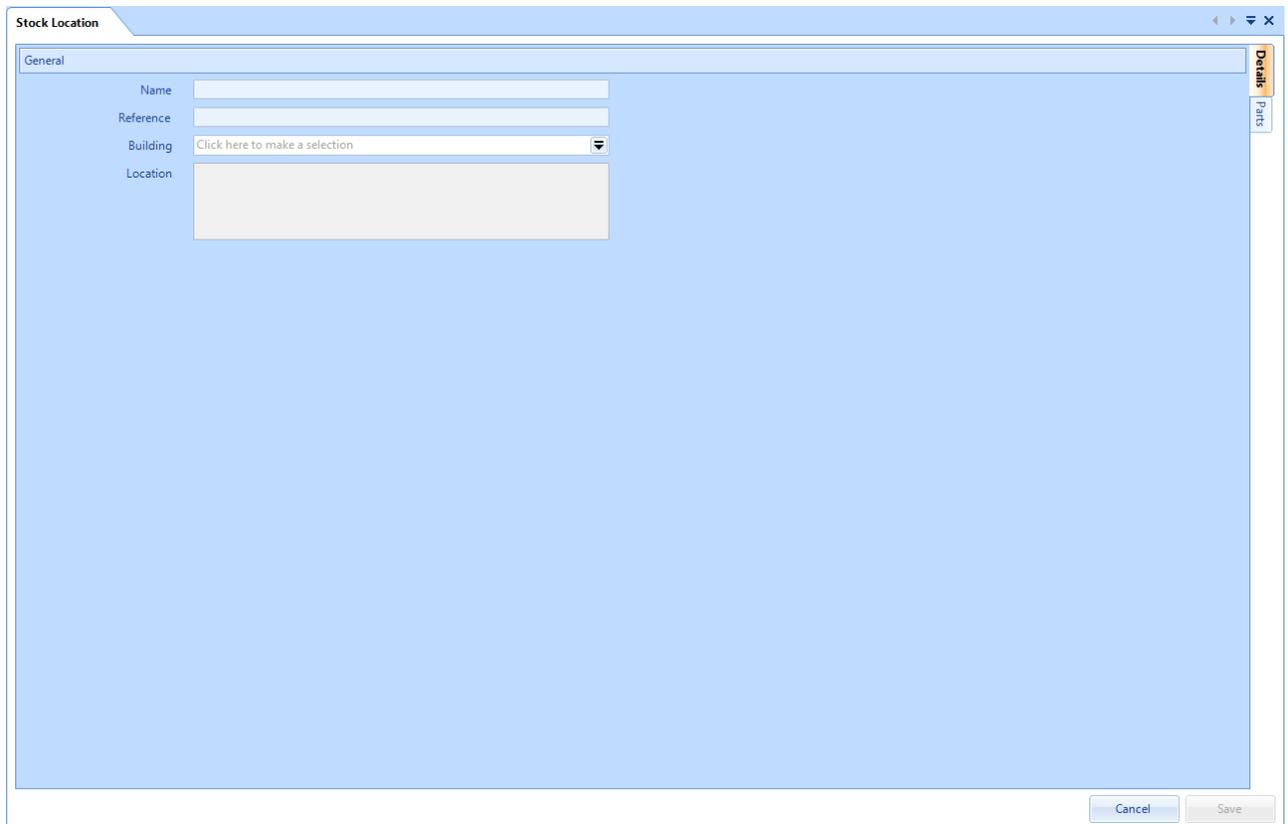
# Adding a Stock Location

Wed, Jan 17, 2024 Inventory

Stock Locations are the locations in Buildings that are associated to a Inventory Item. Each Stock Location belongs to a specific Building but multiple Stock Locations can be associated to one Building. To add a new Stock Location click the "Create New Stock Location" button.

1. The first step is to select the Client that will be used. For information on how to do this, see the [Client Selection](#) page.

2. The Stock Location Detail screen is then displayed. The Detail tab is shown first and this is where all the information regarding the Stock Location is entered. Each field is explained below:

The screenshot shows a software window titled "Stock Location" with a "General" tab selected. On the right side, there are tabs for "Details" and "Parts". The "General" tab contains four input fields: "Name" (a text box), "Reference" (a text box), "Building" (a dropdown menu with the text "Click here to make a selection"), and "Location" (a larger text box). At the bottom right of the window, there are "Cancel" and "Save" buttons.

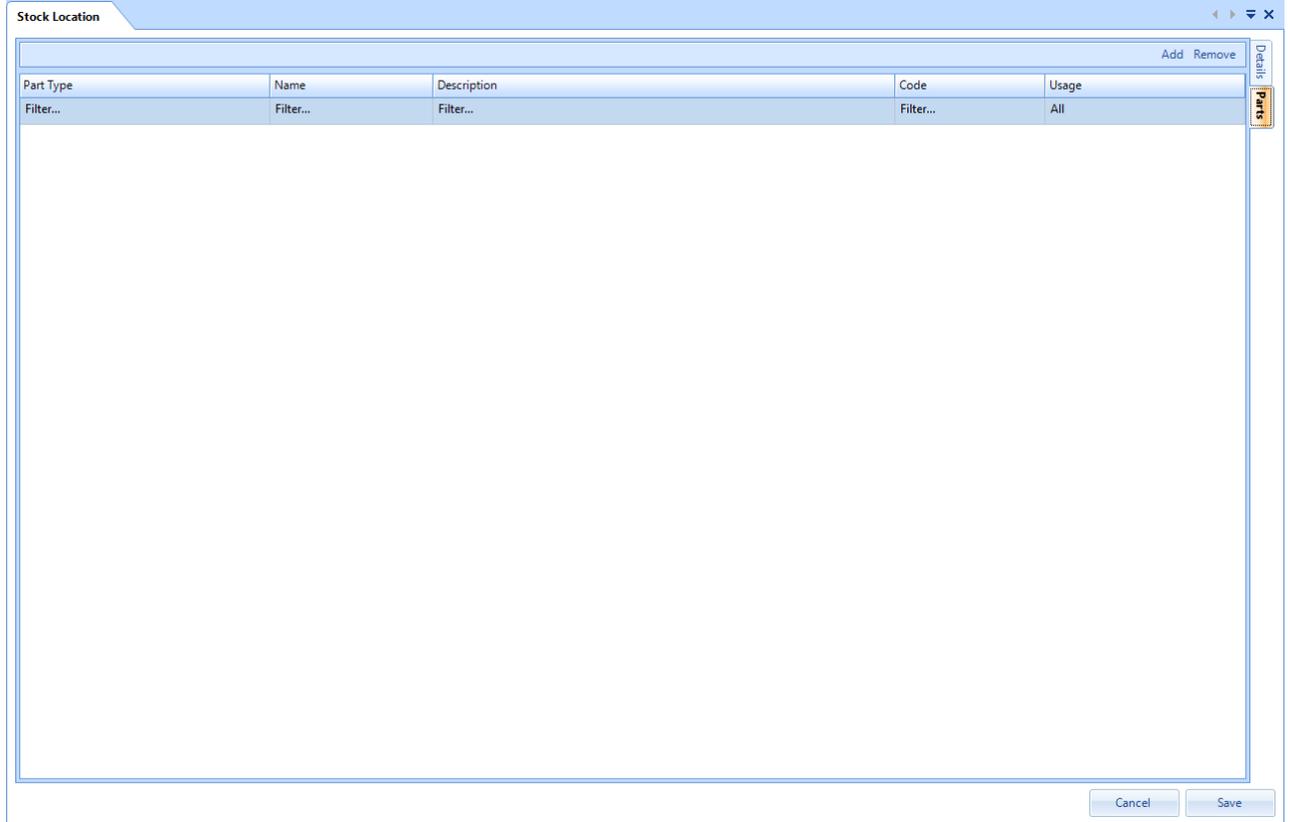
**Name** is a freeform field to enter the name of the Stock Location

**Reference** is a freeform field in which a reference to the Stock Location can be entered

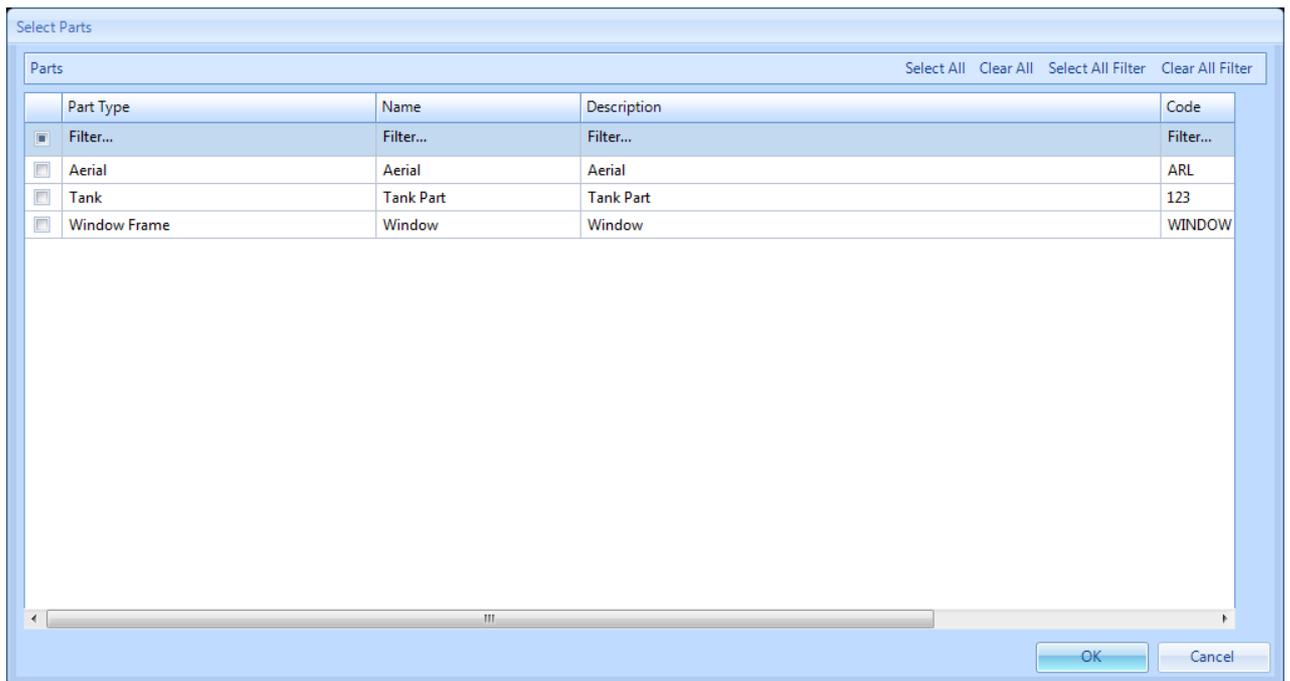
**Building** is a pop up screen which displays all Buildings for the selected Client. To select a Building, either double-click it or highlight it and click the "OK" button. Selecting a Building enables the Location field

**Location** is a pop up screen which shows all locations stored against the chosen Building

3. On the Parts tab, it is possible to add the Parts this Stock Location will associate to. To add a Part, select "Add" to display the Select Parts screen.



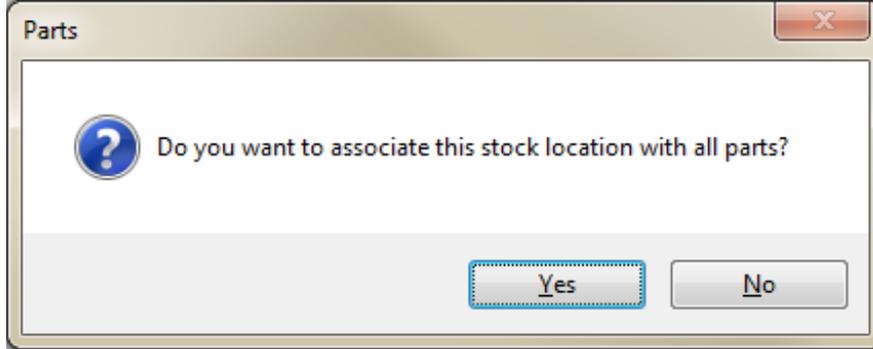
4. On the Select Parts screen, select the Parts to be added by ticking the relevant tick boxes. Once selected, click "OK" to add them.



5. If any Parts have been added incorrectly, they can be easily removed again by using the "Remove" button. This works in the same way as the "Add" function except instead of adding Parts to the Stock Location, it removes them instead.

6. Once everything has been completed, click "Save" to create the Stock Location and its associations.

**Note:** After "Save" is clicked, the following message is displayed:



If User wishes to associate the Stock Location to all Parts, click "Yes". Otherwise click "No" and it will be associated to the selected Parts.

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