

How to Add Storage Location

1. From Common Info module > click on **Company Locations** menu.
2. The Search screen for Company Locations will be shown. Select a company location you will want to add pricing levels to and click **View toolbar button**.
3. Go to **Storage Location** tab.
4. In the **Storage Locations grid**, add storage locations.

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit **Storage Location** Purchase Logistics Contract Management

Storage Locations

X Remove Export View Filter (F3)

Storage Location	Description	Vendor	Classification	External	New Lot
<input type="checkbox"/>	Processing Plant		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	FG Station		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Production Line		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Stellhorn		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Blending		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Raw Station		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Packaging		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	WIP Station		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Bulk Produce		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Storage House		Inventory	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Medication Bin		Inventory	<input type="checkbox"/>	

Categories

X Remove

Category

Page 1 of 1 Refresh

5. In the **Categories grid**, add Categories when necessary.

Company Location - 0001-Fort Wayne

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<input type="checkbox"/>	Production Line		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Stellhorn		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Blending		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Raw Station		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Packaging		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	WIP Station		Inventory	<input type="checkbox"/>	
<input type="checkbox"/>	Bulk Produce		WIP	<input type="checkbox"/>	
<input type="checkbox"/>	Storage House		Inventory	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Medication Bin		Inventory	<input type="checkbox"/>	

Categories

X Remove

Category

Page 1 of 1 Refresh

6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.