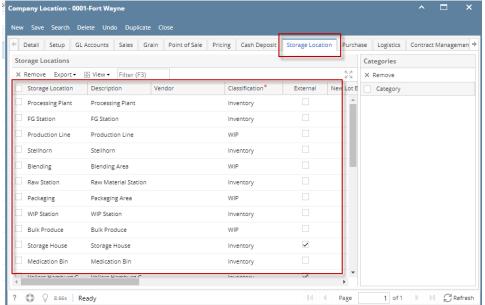
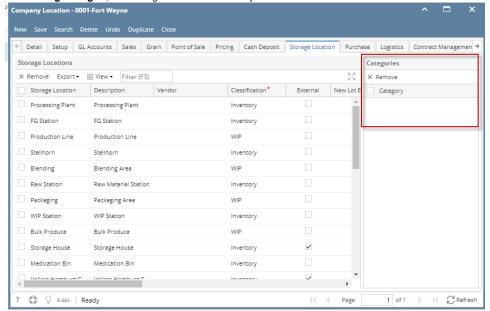
How to Add Storage Location

- 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.



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



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.