

How to Add New Storage Unit Type

1. From Inventory module > click on **Storage Locations** menu.
2. The Search screen for Storage Locations will be shown. Click **New toolbar button**.



If this is the first record you are creating, it will automatically open a new Storage Location screen.

3. This will open a new Storage Location screen.
4. Click **Storage Unit Type** link.
5. This will open a new Storage Unit type screen.

The screenshot shows the 'Storage Location' application window. The 'Storage Unit Type - Bulk Storage' dialog is open, displaying the following fields:

- Name: Bulk Storage
- Description: Bulk Storage
- Internal Code: STORAGE
- Capacity UOM: [Dropdown]
- Max. Weight: 0.00
- Allows Picking:
- Dimensions: Dimension UOM, Height (0.00), Depth (0.00), Width (0.00), Pallet Stack (0), Pallet Columns (0), Pallet Rows (0)

A red arrow points to the 'Storage Unit Type' link in the left sidebar.

6. Enter the **Name** and **Description** of the storage unit type.
7. In the **Internal Code** field select what this bin is for.
8. In the **Capacity UOM** and **Max. Weight** fields enter the maximum capacity of the storage unit type.
9. Check **Allows Picking** checkbox if picking of items/stocks is allowed from this storage unit type, else leave it blank.
10. In the **Dimensions** section, fill in information as needed.
11. 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.

The screenshot shows the 'Storage Unit Type - Storage' application window. The 'Storage Unit Type - Storage' dialog is open, displaying the following fields:

- Name: Storage
- Description: Storage
- Internal Code: STORAGE
- Capacity UOM: [Dropdown]
- Max. Weight: 0.00
- Allows Picking:
- Dimensions: Dimension UOM, Height (0.00), Depth (0.00), Width (0.00), Pallet Stack (0), Pallet Columns (0), Pallet Rows (0)