

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.

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.