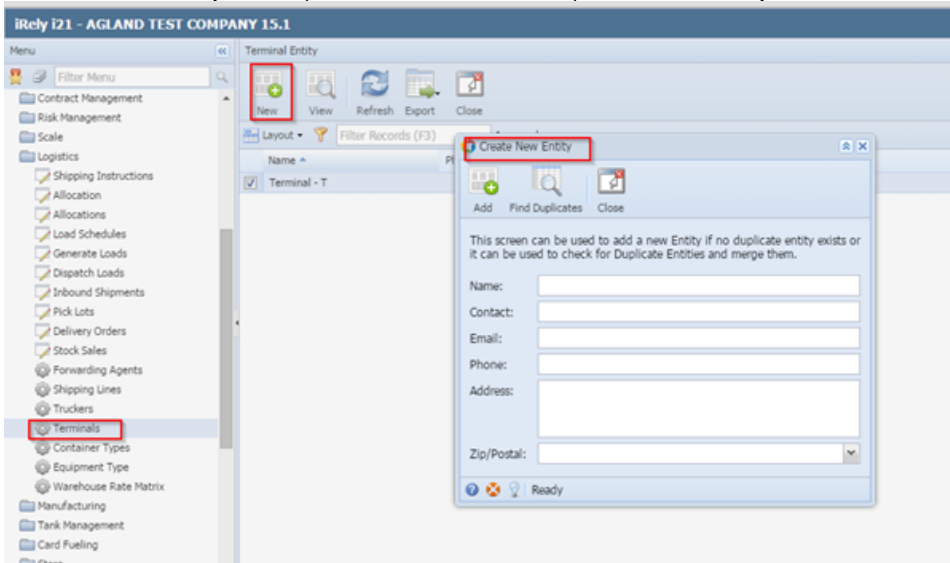


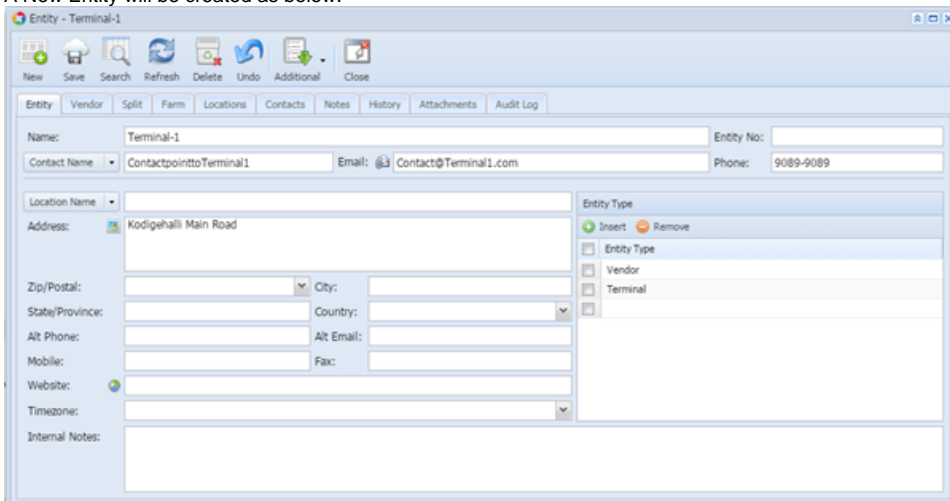
# How To Create New Terminal?

Here are the steps on how to create New Trucker:

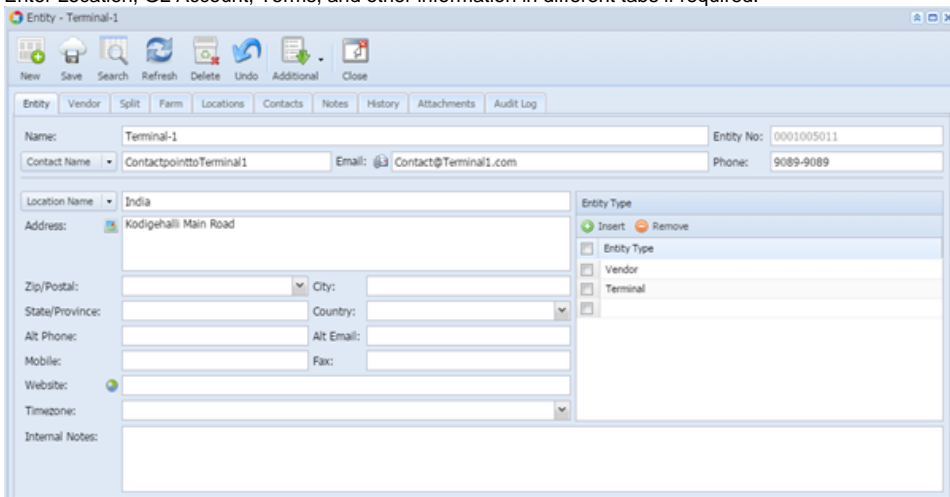
1. From the Logistics > Terminal. If there's an existing Terminal, **Search Terminal** screen will open. Otherwise, **Create New Entry** screen will open automatically.
2. If Search Terminal Entity screen opens, click on **New** button to open Create New Entry screen.



3. Enter Name, Contact, Email, Phone, Address, Zip/Postal for this trucker and click on Add.
4. A New Entity will be created as below.



5. Enter Location, GL Account, Terms, and other information in different tabs if required.



6. Click on **Save** button to save the record.