

How to Add Multiple Locations to the item

The following will guide you on how to add single item location to the item.

- 1. Open **Item screen > Setup tab > Location tab.**
- 2. Click **Add Multiple button.**
- 3. Add **Item Locations screen** will open.
- 4. Select Locations where the item will be available and click **Add Button.**

Add Item Locations

Close

Add Item Locations

Add

Export

Columns

View

Select All

Unselect All

16 records (2 selected)

Location Name

Contains

Add Filter

Location Name	Location Type
<input checked="" type="checkbox"/> 0001-Fort Wayne	Warehouse
<input checked="" type="checkbox"/> 0002 - Indianapolis	Warehouse
<input type="checkbox"/> 0003 - Illinois	Plant
<input type="checkbox"/> 0004 - South Bend	Farm
<input type="checkbox"/> 0005 - Chatham	Warehouse
<input type="checkbox"/> 0006 - Blenheim	Warehouse
<input type="checkbox"/> 0007 - Port Albert	Warehouse
<input type="checkbox"/> Geneva	Office
<input type="checkbox"/> ADM do Brazil	Office
<input type="checkbox"/> ADML Rolle, Switzerland	Office
<input type="checkbox"/> ADM Grain Export	Office
<input type="checkbox"/> ADM Grain Havana	Office

1.07s

Ready

Refresh

- 5. This will bring in these item locations to the Item > Location tab.

Item - CORN

New

Save

Search

Delete

Undo

Duplicate

Close

Details

Setup

Pricing

Stock

Factory & Lines

Activities

Attachments

Audit Log

GL Accounts

Location

Sales

Point of Sale

Manufacturing

Contract Item

Xref

Motor Fuel Tax

Other

Company Locations

Storage Locations

+ Insert

+ Add Multiple

✕ Remove

Copy Location

Export

Location	POS Description	Default Vendor	Costing Method
<input type="checkbox"/> 0001-Fort Wayne			AVG
<input type="checkbox"/> 0002 - Indianapolis			AVG

+ Insert

✕ Remove

Export

View

Filter (F3)

<input type="checkbox"/> Storage Location
