

# Setting Up and Using Locations

Location codes are one of the core components of successful stock management. They represent the physical location of a product and help you easily identify exactly where the item resides in your business. In this course, we will show you where to add location codes and the different use case scenarios.

## Objectives

- Setting Up Location Codes
- Using Location Codes

## Setting Up Locations

From the main menu, select **Products > Products**. Search for a product here or click **Table View**.

Use the available filters to narrow down your results or tap **Search** to view all products.

Check the box to select a product. Tap **Edit**.

You can find the location code information here on the **Stock & Sell** tab. Tap **View Location Codes**.

Enter the code that represents the distinct location of the item. A location code can be alphabetical or numerical or alpha numerical but cannot be more than 8 characters.

If a product is stocked in multiple locations, this table helps you identify those. For example, maybe some product is kept in a back room or warehouse. You can add up to 6 location codes for a product.

Select the radio button to mark the product's primary location. You can only have one primary location for a product.

Tap **Ok**. Tap **Save** when you are done adding location codes.

Once a location code is added, you can use the **Mass Update** feature to update products in bulk.

Its best practice to add a location code when entering a new product in the **Add New Product** page and to follow a standard nomenclature.

For example, the location code of this item might be A – 10 – 11.

A, being the room or area of the business,

10 signifying the aisle number and

11 the actual shelf position.

Click the right arrow icon to proceed to the next topic.

## Using Location Codes

You can print product location codes on your labels along with other information. You can create a template for your label in **Label Sheets** and/or design your labels in **Labels**.

The **Fields** dropdown menu displays all the six location code fields along with the others that can be printed on the label. You can print the created labels from the Products, Price Review, and PO Receiving pages using the **Print Labels** option.

Use the **Location Code** filter in **Price Review** to list the products in a particular location with price changes.

Check the box to select an item or check this box to select all items.

You can edit, update the price change as a batch, print labels, and finalize the price changes.

Location-based stock counting is possible in Physical Inventory.

Use the **Location** filter to list products from a specific location or a range of locations.

Select the products using the checkbox and tap **Add** to count.

While setting up the suggested order options, you can configure a range of locations to automatically calculate purchase orders along with order points, sales history, and other parameters.

Select the right arrow icon to view the recap.

## **Recap**

With location codes, easily direct staff to an items' location, perform location-based counting, and run focused suggested orders. In this course, we showed how to configure product location codes. We also discussed some best practices and use case scenarios.

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### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746  
USA

Toll Free: +1.888.448.2636  
Direct: +1.512.328.2300  
Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104  
Plaza Central, Col. Santa Maria  
Monterrey, Nuevo Leon, CP 64650  
Mexico

Phone: +52.81.1551.7100  
Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena  
Downshire Way  
Bracknell, Berkshire RG12 1PU  
United Kingdom

Phone: +44.1344.468468  
Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06  
Novena Square Tower A  
Singapore 307684

Singapore  
Phone: +65.6333.8121  
Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,  
100 Pacific Highway  
North Sydney, NSW 2060  
Australia

Phone: +61.2.9927.6200  
Fax: +61.2.9927.6298