

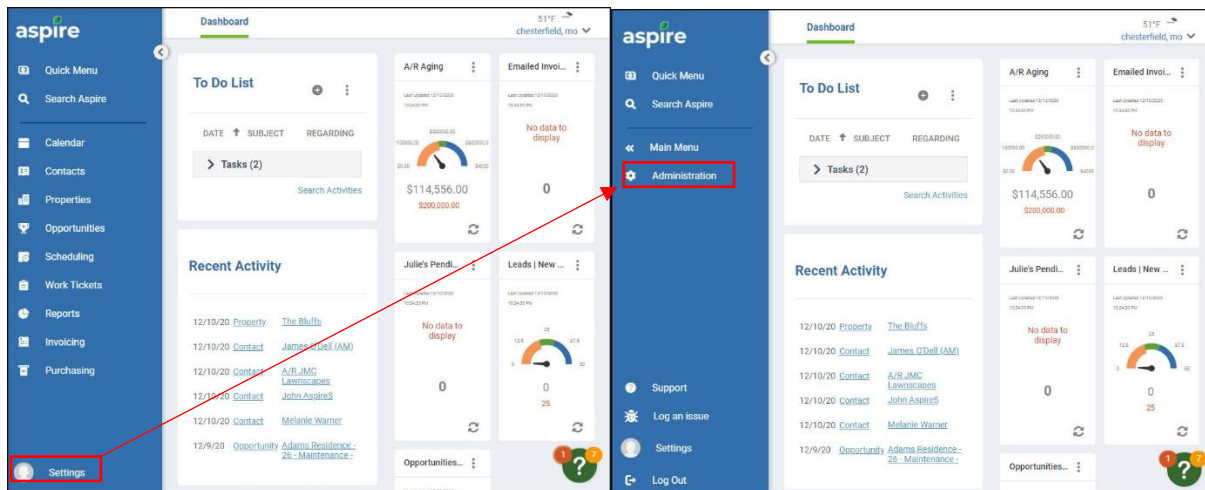
Creating Inventory Locations

Purpose: Inventory Locations are where materials are stored. An Inventory Location must be entered into Aspire even if one will not be used to store materials.

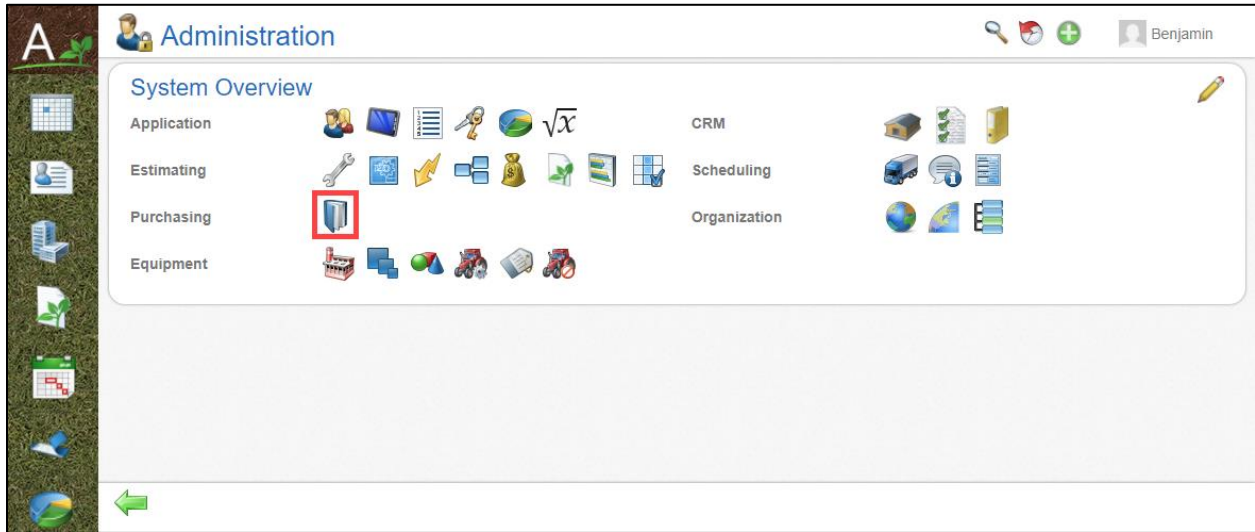
Prerequisites:

1. Admin access

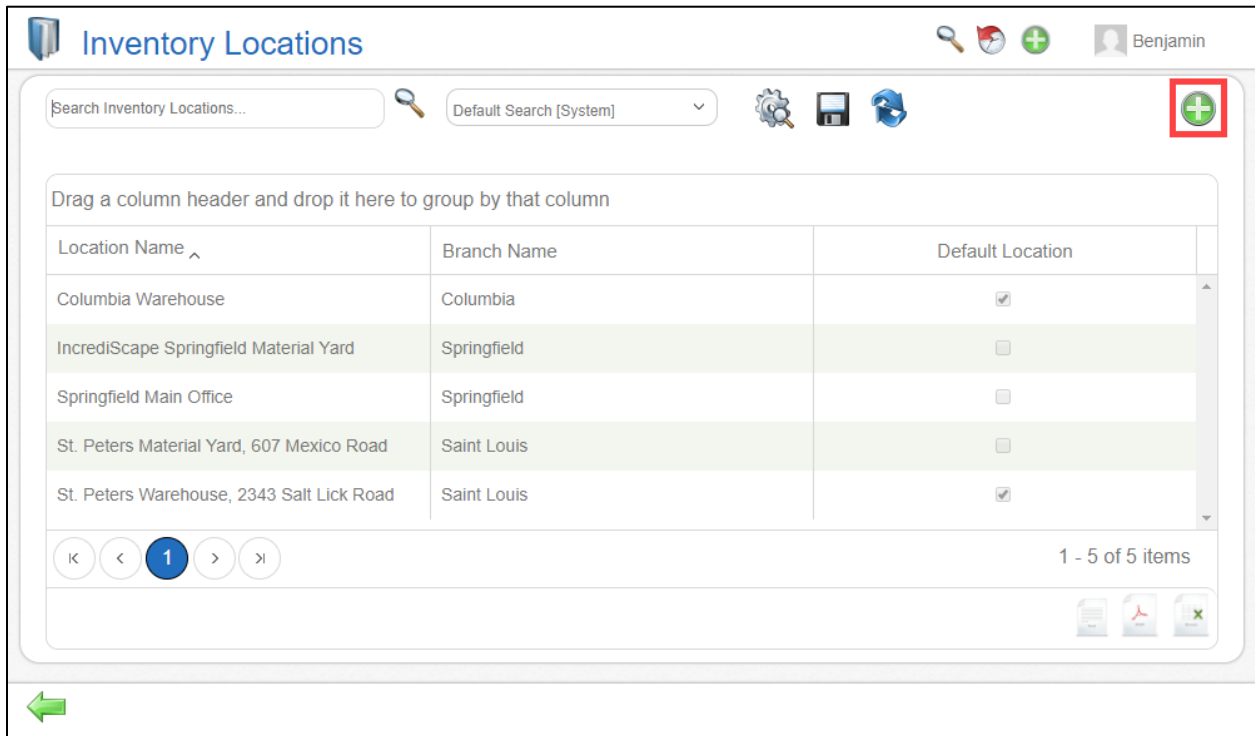
To create a new Inventory Location, follow these steps:



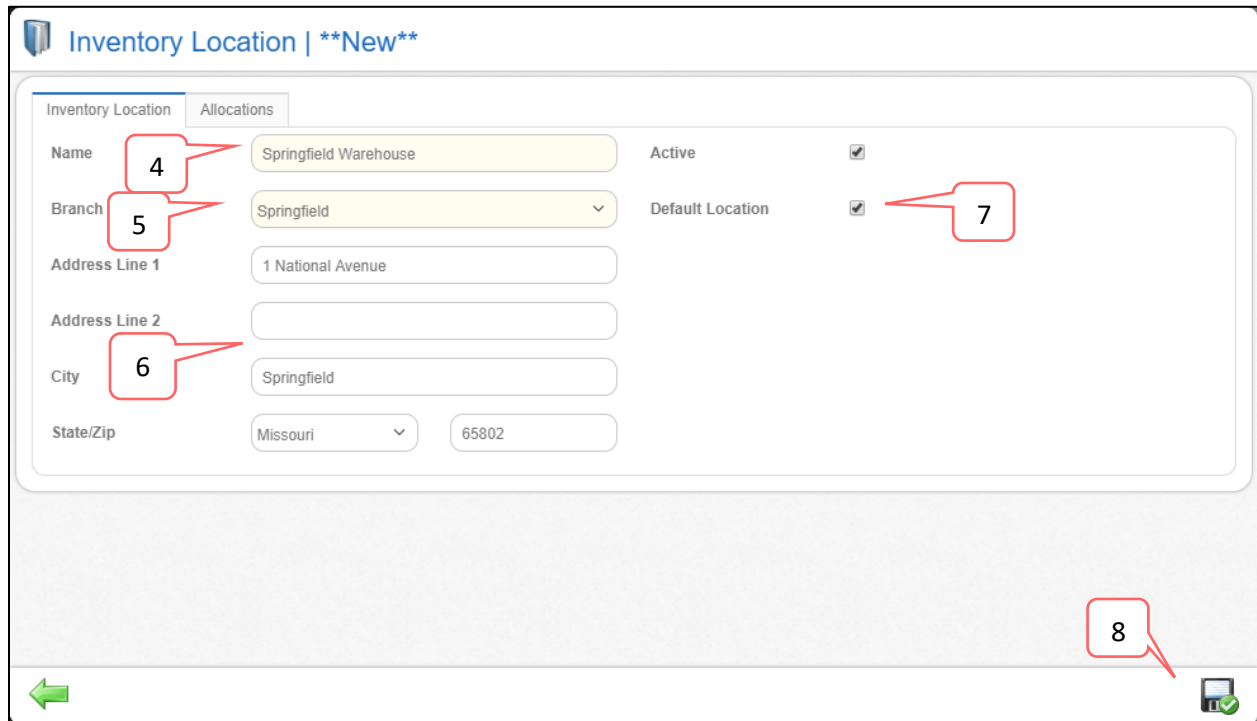
1. Click on Settings on the main menu.
2. Click on Administration.



3. Select Managed Inventory Locations.



4. Select the Green plus to create a new Inventory Location



Inventory Location | ****New****

Inventory Location Allocations

Name **4** Springfield Warehouse Active

Branch **5** Springfield Default Location **7**

Address Line 1 1 National Avenue

Address Line 2

City **6** Springfield

State/Zip Missouri 65802

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5. Type in the name of the Inventory Location.
6. Select the Branch where the Inventory Location resides.
7. Type in the Address, City, Zip, and select the State.
8. Decide if the Inventory Location will be the branch's Default Location.
9. Press the Save Icon.

Note: The Allocations Tab is where inventory items are listed if the items are marked as Inventory.