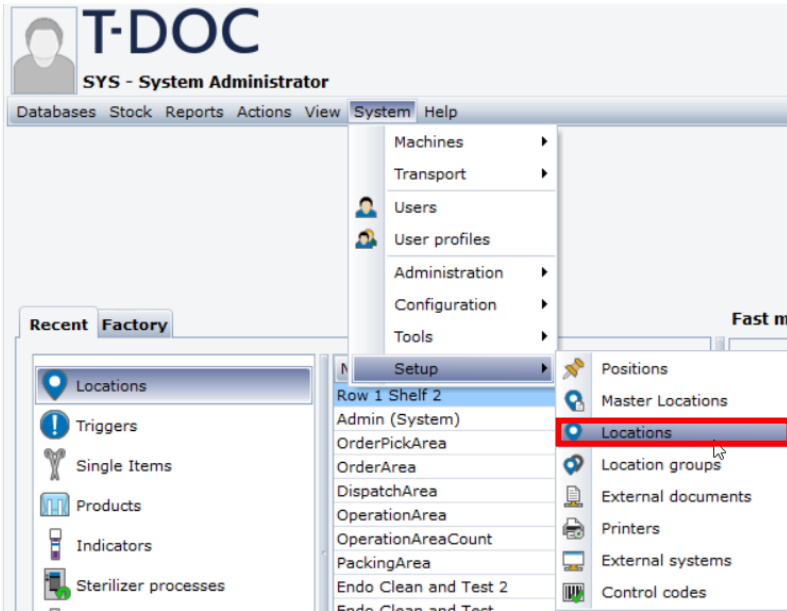
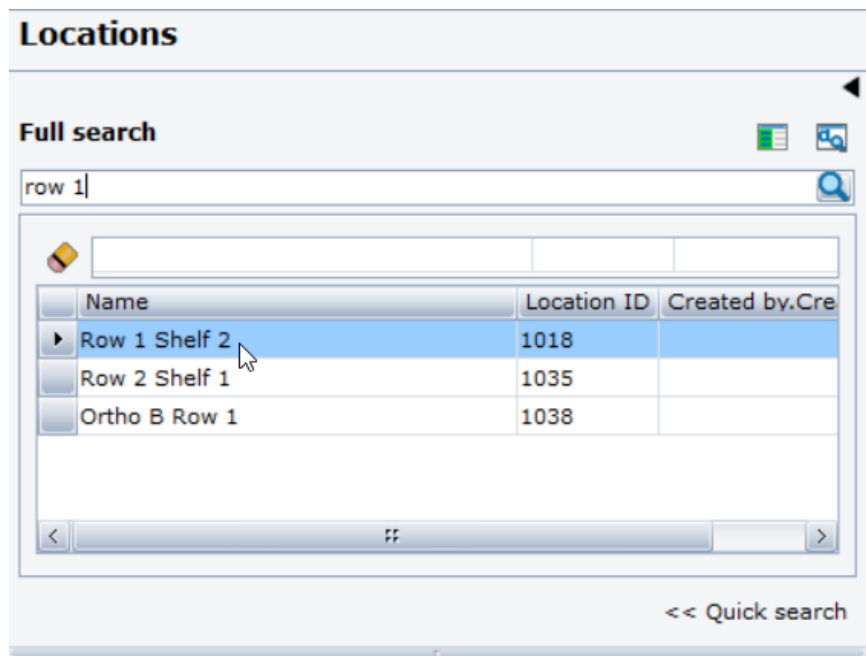



T-DOC v16 Create a new Location

1. To create a new Location, click **System > Setup > Locations**.



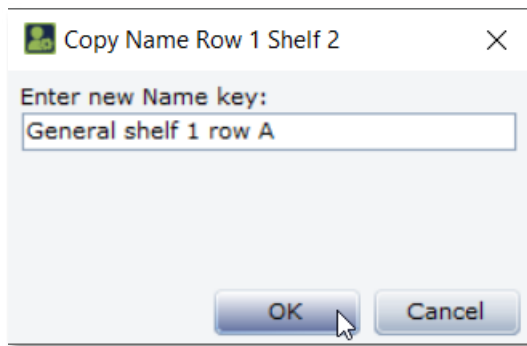
2. In the left pane, use the Full search to find a location with similar functionality e.g., similar shelf location.





3. To the right of the screen click  and select Copy.



4. Type in new location name and click ok.



5. Click  and to print a barcode click .

