About Locations

- Locations are placeholders for boxes and that group them for various process steps like:
    - Truck
    - Receiving location
    - Cleaning area
    - Storage
- Only "Boxes" can be assigned to a location.
- For an item to be in a location it first must be in a box.
- Location can have any name and like boxes, can be changed at any time.

Create and assign a location:

To create a new location, do the following:

1. Go to the sidebar menu and select **Location View.**
2. Press **Create Location.** [Create Vault]
3. Enter the Location Name: "Truck", for example
4. Press **Select Boxes**.
5. Select the boxes from the list to be added to the location.
6. Press **Select.** [Save]

Moving Boxes from one Location to another:

Transfer boxes from a new loaction from an existing one.

1. After creating a new location simply select the boxes from an existing location and press save.

Transfer boxes from to an existing vault to another existing one.

1. Select the destination vault and press **Edit Vault**.
2. Select the boxes from any vault.
3. Press Save.