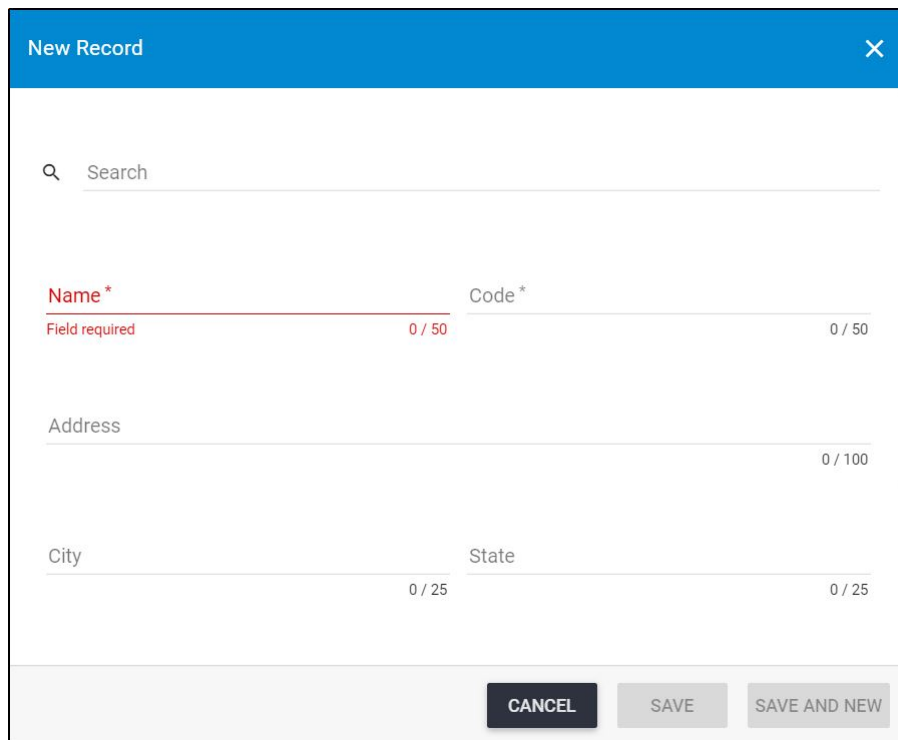


Add location

To add a location, follow these steps:

1. Click the **Add** button, the following window appears:



The screenshot shows a 'New Record' window with a blue header bar containing a close button (X). Below the header is a search bar with a magnifying glass icon and the placeholder text 'Search'. The form contains several input fields: 'Name *' with a red underline and 'Field required' error message, 'Code *', 'Address', 'City', and 'State'. Each field has a character count (e.g., '0 / 50' for Name, '0 / 100' for Address). At the bottom, there are three buttons: 'CANCEL', 'SAVE', and 'SAVE AND NEW'.

The Search field helps you retrieve any of the fields or menus that are on the window so you can easily fill them. Once you start typing, fields matching the entered characters are returned.

2. Enter the location name and code, each in its field,
3. Enter the address, city, state, and zip code, if you want, each in its field,
4. Select the country,
5. Enter the location reference and phone number, if you want, each in its field,
6. Click **Save** to add the location and close the window or **Save and New** to add it and open a new window. The location is added to the list.