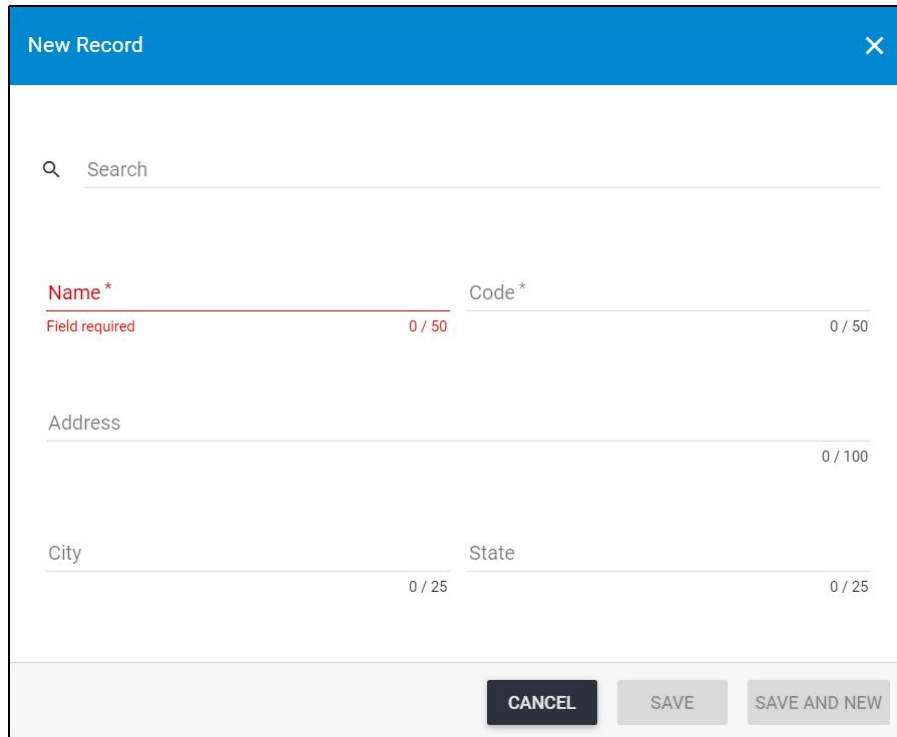


Add location

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 and a close button (X) in the top right corner. Below the header is a search bar with a magnifying glass icon and the text 'Search'. The form contains several input fields: 'Name*' (with a red asterisk and 'Field required' below it, and a character count of '0 / 50'), 'Code*' (with a red asterisk and a character count of '0 / 50'), 'Address' (with a character count of '0 / 100'), 'City' (with a character count of '0 / 25'), and 'State' (with a character count of '0 / 25'). At the bottom of the form are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

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.