

## Adding Locations

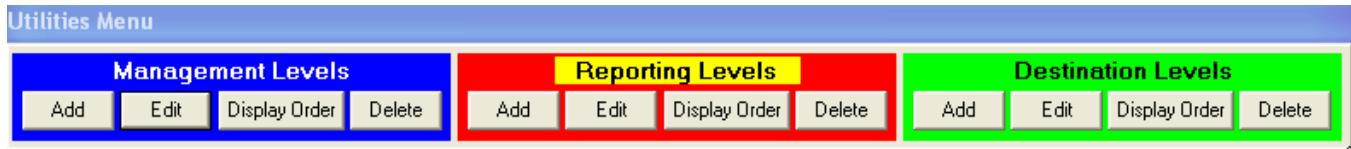
All locations or statuses in **ContainerTRACKER®** are hierarchal; that is, they appear in levels. For **ContainerTRACKER®** the levels are color-coded. The highest level is 'blue', the next is 'red' or 'yellow' and the third is 'green'. These levels are used for organizing the movement of your items (all customers together, etc.) and for reporting.

Within **ContainerTRACKER®** all inventory is maintained at 'green' locations. Items are added to, or removed from the system at 'yellow' locations. Anytime you want to keep an inventory of a physical location (the Fulton city warehouse on 28<sup>th</sup> street), a status (items are present but allocated to a specific use) or a combination of location and status (repair area) you will need to establish a 'green' location.

'Green' locations are always located under 'red' locations which, in turn, are located under 'blue' locations. To create a new inventory ('green') location, it must be added to a new or existing 'red' level. The 'red' level must be added to a new or existing 'blue' level.

Inventory levels are added from the 'Utilities' screen. The 'Utilities' screen can be accessed by clicking on the 'Utilities' button in the bottom-center of the 'Main' screen.

The utilities that add locations are color coded to co-respond to the levels with which they are associated as shown below.



To add anew level, follow these steps.

1. Click on the 'Add' button for the color that co-responds to the level you wish to create.
2. Follow the instructions presented on the screen.

Because of the hierarchal relationship of the levels, the 'blue' level must be created before a 'red' level can be created under (associated with) the 'blue' level; a 'red' level must be created before a 'green' level can be created under (associated with) the 'red' level.