Inventory Locations

The **Inventory Locations** section, found within the **Settings** tab of Manager.io, enables you to oversee and set up various physical spaces where your inventory items are kept. This functionality is particularly beneficial for businesses that operate across multiple locations or possess numerous storage or warehouse units. Here, you have the ability to add new locations, modify the details of current ones, or deactivate locations that you no longer utilize.

⚙ Settings ❯ 🏢 Inventory Locations

Accessing Inventory Locations

To access the **Inventory Locations** settings:

1. Navigate to the **Settings** tab in Manager.io.
2. Click on **Inventory Locations** from the list of settings.

Adding a New Inventory Location

To add a new inventory location:

1. In the **Inventory Locations** section, click on the **New Location** button.
2. Enter the details of the new location, such as the name and any relevant notes.
3. Click **Create** to save the new location.

Modifying an Existing Inventory Location

To modify the details of an existing inventory location:

1. In the list of locations, click on the location you wish to modify.
2. Update the necessary details.
3. Click **Update** to save the changes.

Deactivating an Inventory Location

If you no longer use a particular inventory location, you can deactivate it:

1. In the list of locations, select the location you want to deactivate.

2. Click on the **Deactivate** button.

3. The location will be turned off and no longer appear in selection lists.

Note: Deactivated locations are not deleted and can be reactivated if needed.

By effectively managing your inventory locations, you can maintain accurate stock levels, streamline inventory movements, and improve overall operational efficiency across all your storage or warehouse units.