

Location Types

Helps standardize data entry, streamline workflows, improve reporting accuracy, and facilitate operational management, identify the role of a location within the organization, such as whether it is used for storage, operations, customer service, or administrative purposes and provides clarity for auditing, safety, and regulatory purposes.

When adding or editing a Location Type, you typically fill out the following fields:

- **Name** – Enter a clear and descriptive title for the location type to make it easily identifiable.
Example: Warehouse, Office, Retail Store, Distribution Center
- **Description** – Provide a concise explanation of the location type, including its purpose and role within the organization.
Example: Warehouse locations are designated for storage and inventory management of goods.
- **Comments** – Include any additional notes, internal instructions, or relevant information to guide users in properly applying the location type.
Example: Retail Stores require regular inventory audits and customer service monitoring.
- **Save Location Type** – Click this button to confirm and store the location type. Once saved, it will be available for selection across relevant modules and workflows.

Please find attached the video for the Location Types.

Follow these Steps to navigate and use Location Types:

- 1. Click "Administrative Task"**
- 2. Click "Location Types"**
- 3. Click "New Location Type"**
- 4. Enter the desired "Location Type Name"**
- 5. Add a Description if desired**
- 6. Add a Comment if desired**
- 7. Click "Save Location Type"**

Please find the link to the Step-By-Step reference guide for Location Types. [Location Types.pdf](#)

□ **Tips for Location Types:**

- **Choose clear and descriptive names** for each location type to ensure easy identification (e.g., *Warehouse, Office, Retail Store*).
- **Write meaningful descriptions** that clearly convey the purpose and role of the location type within the organization.
- **Add relevant notes in the Comments field** to provide guidance on special instructions, workflows, or internal procedures.
- **Ensure consistency across all entries** to standardize data entry, minimize errors, and avoid confusion.
- **Regularly review and update** location types to keep information accurate and aligned with operational or organizational changes.

Revision #7

Created 12 November 2025 22:58:32 by Christina

Updated 14 November 2025 01:38:08 by Christina