

Boxes Setup Menu

- [Boxes](#)

Boxes

Setup boxes that will be linked to a location which in turn is linked to a warehouse

Boxes numbers are unique

The box is always linked to a location

Boxes can be moved between locations, and the contents are then moved to the new location.

Record of the movement of the items to the new location is recorded

The screenshot shows the 'Inventory Module' interface. On the left, the 'Configuration' menu is visible, with 'Boxes' highlighted. The main area is titled 'Boxes' and contains a search bar, 'Add', 'Edit', 'Delete', 'Print Grid', and 'Boxes Import / Export' buttons. Below these are input fields for 'Code' and 'Description', and a checkbox for 'Active'. The 'Boxes' table is displayed with the following data:

#	Code	Description	Location
1	AUCK - MB	AUCK - MB	AUCK - ML
2	DEBWH - MB	DEBWH - MB	DEBWH - ML
3	MAST - MB	MAST - MB	MAST - ML
4	WELL - MB	WELL - MB	WELL - ML

Buttons

Add	Create a new box
Edit	Edit an existing box
Delete	The delete button allows you to delete a box as long as there is no movement against it

Print Grid	Allows you to print boxes on the grid
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To add a new box click add

When you click add the screen below will be displayed

Add the following information

Code	Enter box code
Description	Enter the box description
Locations	Select the box location on the drop down menu This location will determine the warehouse
Warehouse	This will be automatically populated based on the location

You can have multiple boxes linked to one location

To see the boxes linked

Go to **Inventory Module> Configuration> Warehouse setup**

Click search, then double-click on the warehouse linked to the box you want to see

Click on the locations tab and the boxes will display as shown below:

Warehouse Branches

Basic

Locations

Custom Fields

Search

Add

Edit

Delete

Print

Import / Export

Code:

Description:

Active:

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Remove Paging:

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Displaying 1 - 2 of 2

#	Code	Description	Active	Default	Count	Warehouse	Row	Section	Shelf
1	0MASTLOC	Master Location	Yes	Yes	688	Master Wareho...	R	S	Sh
2	0MASTLOC123	Master Location	Yes		688	Master Wareho...	R	S	Sh

Save And New

Save

Close

Branches