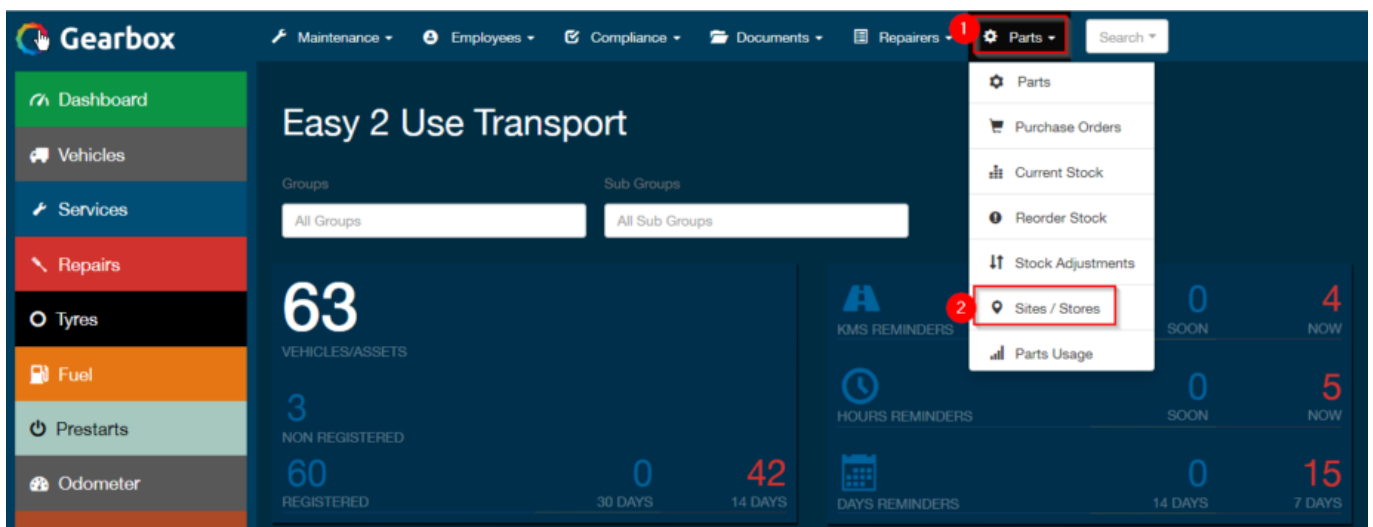


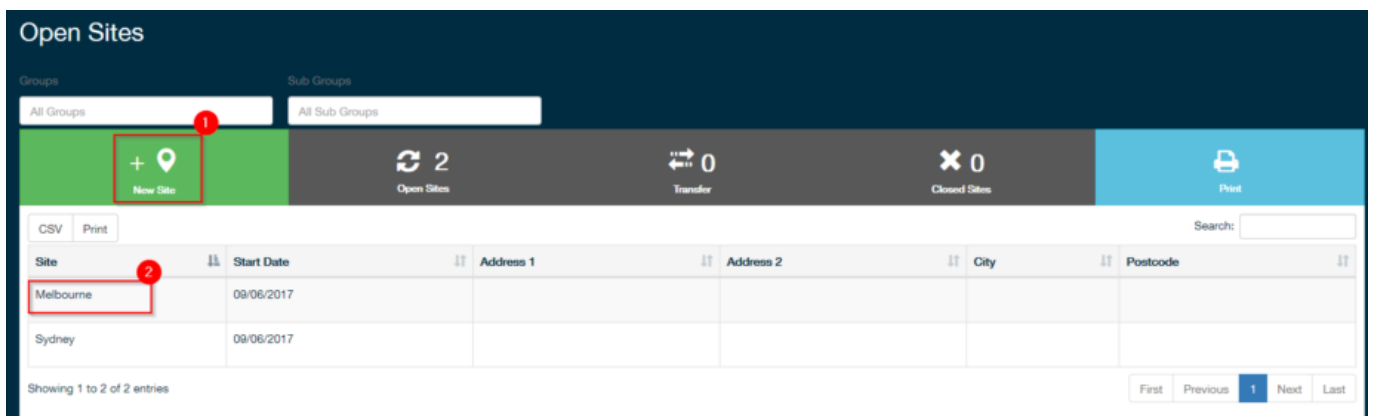


You must have multi-site inventory enabled to add Sites/Stores - [click here to read more](#)

To edit or add a new site/store, click the Parts drop-down (1) then click the Sites/Stores option (2):



If you wish to add a new site, then click the green New Site button (1), if you are wishing to edit an existing site then click the row of the existing site (2):



The next screen will be the save regardless of if you are editing a site or creating a new site.

Enter the site name in Label (1) and the Date Open (2), the rest of the fields are optional. You

can also assign a group to the site (3), along with specific vehicles (4). Once you are finished editing then click Save and Close (5):

The form contains the following fields and elements:

- \* Label** (1): Text input field containing "Perth".
- \* Date open** (2): Text input field containing "17/07/2017".
- Group** (3): Dropdown menu showing "Perth".
- Address1**, **Address2**, **City**, **Postcode**, **State**: Text input fields.
- Notes**: Large text area.
- Vehicles** (4): List of selected vehicles: "x EZ2USE" and "x PM01".
- Date closed**: Text input field.
- Closed**: Checkbox.
- Buttons** (5): "Cancel", "Save and continue", and "Save and close".