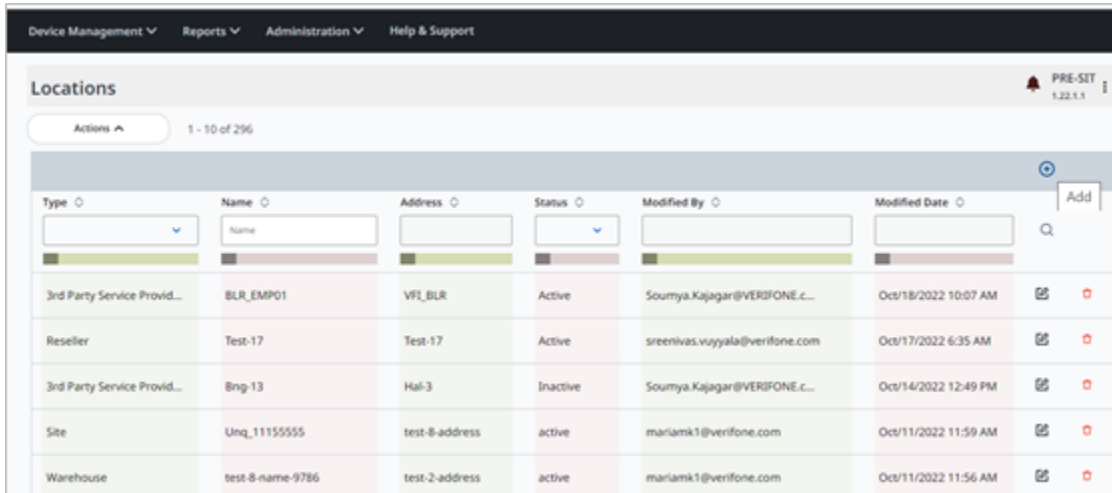












Add Location

To add a location.

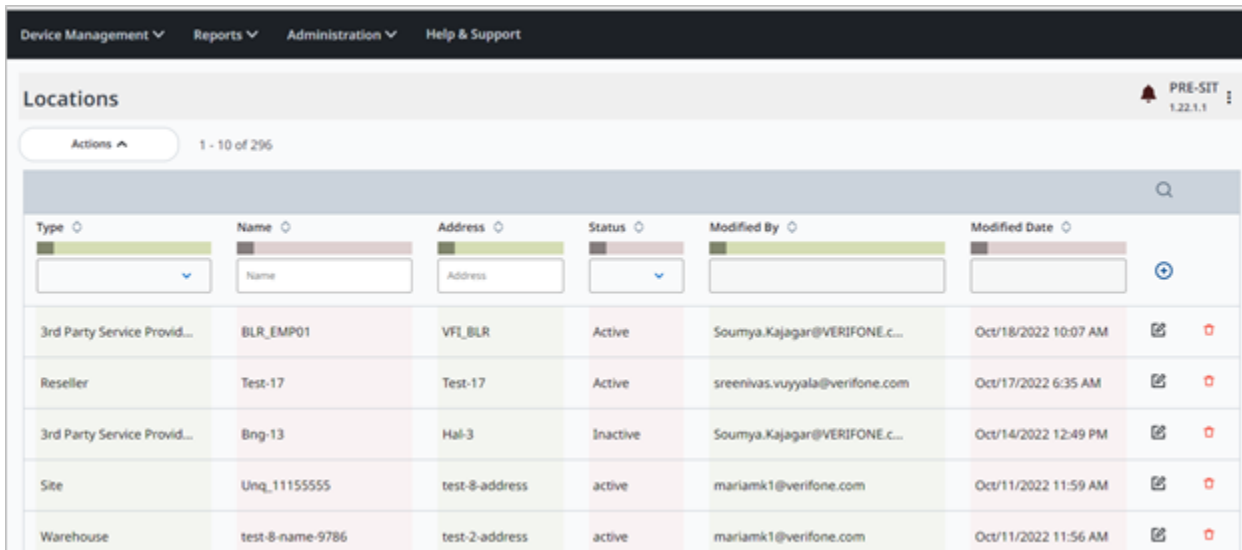
1. Go to **Device Management** -> **Locations** -> **Select +** Icon.













The screenshot shows the 'Locations' page in the Verifone system. At the top, there are navigation tabs: 'Device Management', 'Reports', 'Administration', and 'Help & Support'. The page title is 'Locations' with a 'PRE-SIT 1.22.1.1' indicator. Below the title, there's a search bar and a filter dropdown set to 'Actions'. A table lists existing locations with columns for Type, Name, Address, Status, Modified By, and Modified Date. An 'Add' button is visible in the top right corner of the table area.

Type	Name	Address	Status	Modified By	Modified Date	
3rd Party Service Provid...	BLR_EMP01	VFI_BLR	Active	Soumya.Kajagar@VERIFONE.c...	Oct/18/2022 10:07 AM	 
Reseller	Test-17	Test-17	Active	sreenivas.vuyyala@verifone.com	Oct/17/2022 6:35 AM	 
3rd Party Service Provid...	Bng-13	Hal-3	Inactive	Soumya.Kajagar@VERIFONE.c...	Oct/14/2022 12:49 PM	 
Site	Unq_11155555	test-8-address	active	mariamk1@verifone.com	Oct/11/2022 11:59 AM	 
Warehouse	test-8-name-9786	test-2-address	active	mariamk1@verifone.com	Oct/11/2022 11:56 AM	 

2. Enter the details and select the + icon.



This screenshot shows the same 'Locations' page, but with the 'Add' form open. The form fields are: Type (dropdown), Name (text input), Address (text input), Status (dropdown), Modified By (text input), and Modified Date (text input). A blue plus icon is visible in the bottom right corner of the form area.

Type	Name	Address	Status	Modified By	Modified Date	
3rd Party Service Provid...	BLR_EMP01	VFI_BLR	Active	Soumya.Kajagar@VERIFONE.c...	Oct/18/2022 10:07 AM	 
Reseller	Test-17	Test-17	Active	sreenivas.vuyyala@verifone.com	Oct/17/2022 6:35 AM	 
3rd Party Service Provid...	Bng-13	Hal-3	Inactive	Soumya.Kajagar@VERIFONE.c...	Oct/14/2022 12:49 PM	 
Site	Unq_11155555	test-8-address	active	mariamk1@verifone.com	Oct/11/2022 11:59 AM	 
Warehouse	test-8-name-9786	test-2-address	active	mariamk1@verifone.com	Oct/11/2022 11:56 AM	 

All the Location configurations are reflected in the **File Chain of Custody** screen.

To view the updated Location details.

<https://verifone.cloud/docs/device-management/device-management-user-guide/asset-tracking/configuring-locations/add>

Updated: 09-Nov-2022

Go to **Device Management** -> **Locations**.

General information

Today's Date

18-04-2022

Shipment

Device Serial Number

007-008-099

Shipment

Select Shipment

Chain of Custody

New Status Selection

Select Status

Location

Select Location