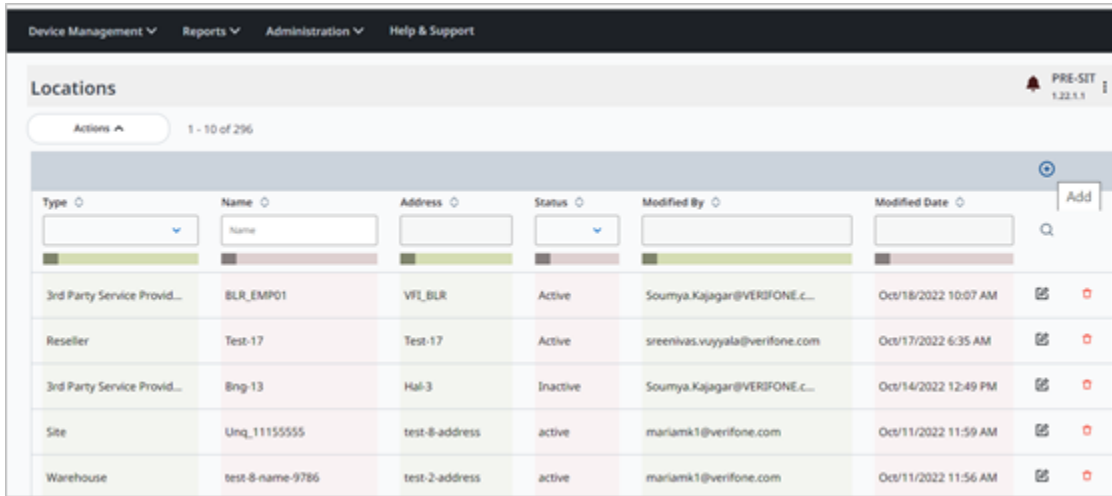


Add Location

To add a location.

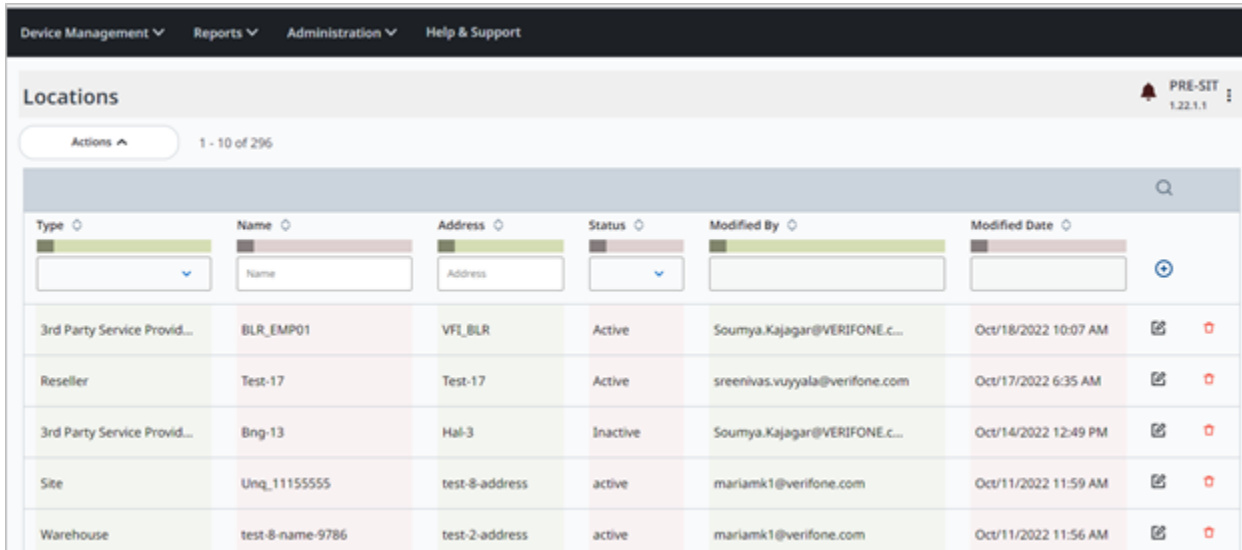
1. Go to **Device Management** -> **Locations** -> **Select +** Icon.



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' and it shows '1 - 10 of 296' items. Below the title is a search bar and an 'Add' button. The main content is a table with the following columns: Type, Name, Address, Status, Modified By, and Modified Date. The table contains five rows of location data.

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	[Edit] [Delete]
Reseller	Test-17	Test-17	Active	sreenivas.vuyyala@verifone.com	Oct/17/2022 6:35 AM	[Edit] [Delete]
3rd Party Service Provid...	Bng-13	Hal-3	Inactive	Soumya.Kajagar@VERIFONE.c...	Oct/14/2022 12:49 PM	[Edit] [Delete]
Site	Unq_11155555	test-8-address	active	mariamk1@verifone.com	Oct/11/2022 11:59 AM	[Edit] [Delete]
Warehouse	test-8-name-9786	test-2-address	active	mariamk1@verifone.com	Oct/11/2022 11:56 AM	[Edit] [Delete]

2. Enter the details and select the + icon.



This screenshot is identical to the previous one, but the 'Add' button is now active, and a form is visible above the table. The form fields are: Type (dropdown), Name (text input), Address (text input), Status (dropdown), Modified By (text input), and Modified Date (text input). The table below the form remains the same as in the previous screenshot.

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