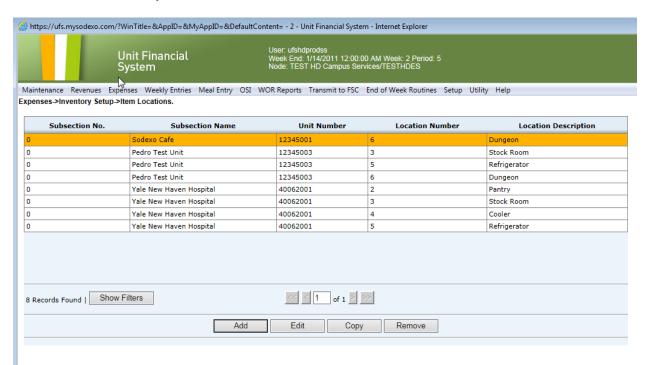
## Web UFS - How to Add Inventory Items To An Item Location

## QUESTION:

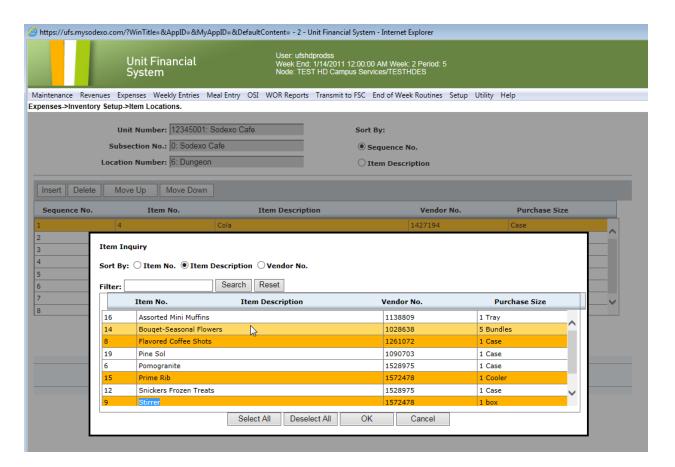
How do I add inventory items to an item location?

## **ANSWER:**

- 1. Choose Expenses\Inventory Setup\Item Locations
- 2. Select the entry and click on Edit



3. Click **Inser**t and select an item or items to be added. You can insert multiple items at one time by holding the Control Key down and clicking on the desired items to be added.



- 4. Click OK
- 5. Click Save
- 6. Click **OK**