

4. Locations

A **location** is a specific bin or shelf inside a warehouse — the level at which stock is actually counted. Open **Locations** to manage them.

| Column | Shows |
|-------------------|---|
| Warehouse | The parent warehouse. |
| Code / Name | The bin's identifier and name (a <i>Default</i> marker shows on the default bin). |
| Physical Location | Where to find it (e.g. "Shelf 3, Row B"). |
| Size / Max Items | Capacity information. |
| Stores | "Inherited from warehouse" or a specific subset. |
| Status / Actions | Active/inactive; Edit, Print Barcode, Print QR Code. |

On the form you set the **Warehouse**, a **Code** and **Name** (required), optional **Size**, **Max Items** and **Physical Location**, and three toggles — **Active**, **Default Location** (the bin used for allocation) and **Default Receive Location** (where PO receipts default). A location can **inherit the warehouse's stores** or define its own subset of them.

Only one default location and one default-receive location can exist per warehouse at a time; a location's store subset can't exceed its warehouse's stores.