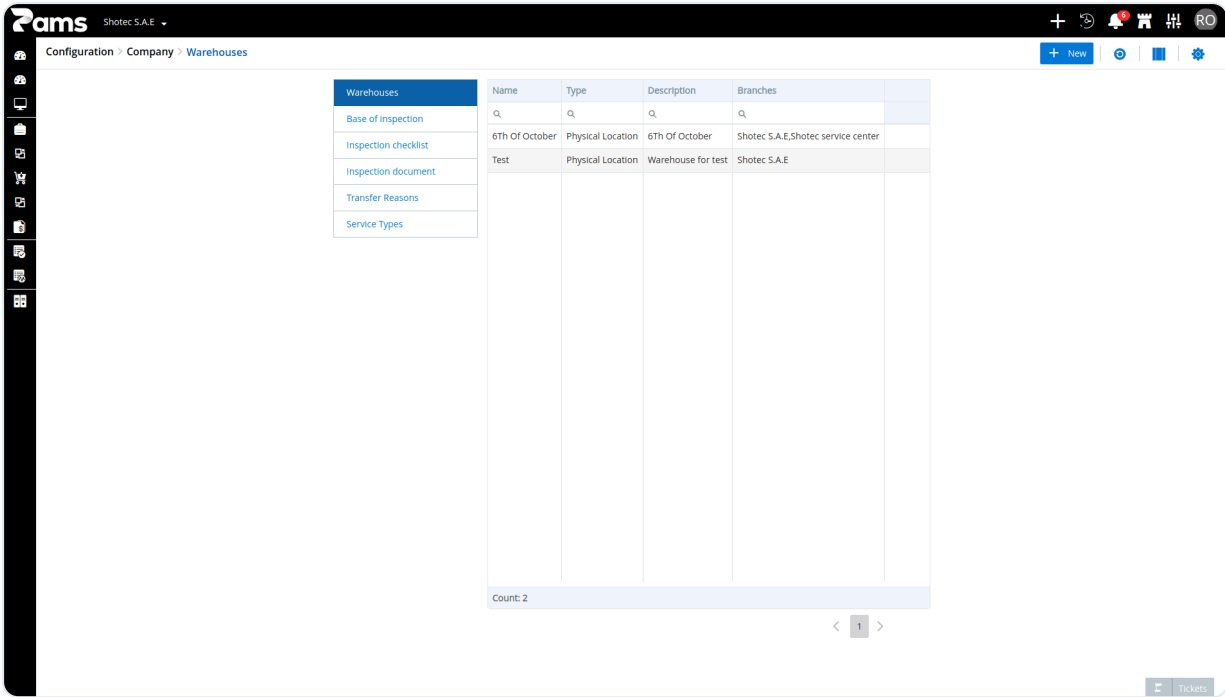


Warehouses

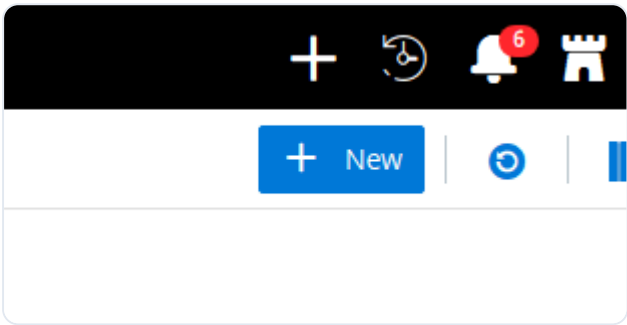
July 29, 2026

Warehouses

Applications › Configurations › Warehouse Settings



Warehouse settings — Configurations › Warehouse Settings › Warehouses



Overview

The Warehouses page provides a central list of warehouse records and the available list layout controls. Warehouse and inventory managers use this page to review Physical Location warehouse entries, locate a warehouse by name, and arrange the list columns for day-to-day operational work.

Use this page when you need to find a warehouse, review its Type, Description, or Branches, or save a preferred list layout for warehouse administration.

Settings

Before using the warehouse list regularly, set up a layout that shows the information relevant to your role. The available warehouse list columns include **Name**, **Type**, **Description**, and **Branches**.

1. Open **Configurations > Warehouse Settings > Warehouses**.
2. Select the layout control, such as **Layout icon (icn icn-layout)**, to manage the current list layout.
3. Choose one of the following layout decisions:
 - Select **Standard Layout** to use the standard warehouse list layout.
 - Select **Add Layout** to create a separate layout for your own warehouse review needs.
 - Use **Columns Chooser** to select the columns to display in the warehouse list.
 - Select **Settings icon (icn icn-settings)** when available to access additional list settings.
4. When creating a layout, enter a clear **Layout name**. Use a name that identifies the purpose of the layout, such as “Warehouse Operations” or “Branch Review.”
5. Select **Save** to keep the new layout. Select **Cancel** if you decide not to keep the changes.

Tip: Create a layout with the columns you use most often. For example, a warehouse manager may need **Name**, **Type**, and **Branches** visible together.

Note: The screen provides list-layout controls. Do not delete a layout unless you are certain it is no longer required by your team.

Workflow

Review or locate a warehouse

1. Open **Configurations > Warehouse Settings > Warehouses**.
2. Review the warehouse list. Each entry can show the warehouse **Name**, **Type**, **Description**, and associated **Branches**.
3. To find a particular warehouse, enter a relevant name, type, description text, or branch value in **Search**.
4. Review the filtered results and identify the warehouse record that matches the operational location or branch you need to review.

Tip: Search using a distinctive part of the warehouse name when several warehouses have similar descriptions or branch assignments.

Create a separate warehouse-list layout

1. From the Warehouses page, open the layout controls using **Layout icon (icn icn-layout)**.
2. Select **Add Layout**.
3. Enter a descriptive value in **Layout name**.
4. Use **Columns Chooser** to determine which warehouse information should be displayed in the list.
5. Select **Save** to create the layout.
 - Select **Cancel** if you do not want to create the layout.
 - After saving, use the layout controls to work with the saved list arrangement.

Update the current layout

1. Open the warehouse list using the layout that you want to revise.
2. Select **Columns Chooser** and adjust the visible warehouse columns as required.
3. Select **Update Current** to save the changes to the active layout.
 - Use this option when the current layout should be revised for ongoing use.
 - If you do not want to change the existing layout, select **Add Layout** instead and save the changes as a separate layout.

4. Select **Save** when the system requests confirmation for the layout changes.

Keep, reset, or remove a layout

1. Decide whether the current layout should remain in use, return to the standard arrangement, or be removed.
2. Choose the appropriate action:
 - Select **Standard Layout** to work with the standard list arrangement.
 - Select **Update Current** after revising the active layout.
 - Select **Delete Current** to remove the layout currently in use.
 - Select **Delete** when removing a selected layout through the layout management controls.
3. Confirm the result by reviewing the columns displayed in the warehouse list.

Warning: **Delete Current** and **Delete** remove a layout. Use **Standard Layout** when you only need to return to the standard view rather than remove a saved layout.

Start a new warehouse record

1. From the Warehouses page, select **New** to begin creating a new warehouse record.
2. Complete the warehouse information presented by the new-record view, then save it using the available record action.
3. Return to the warehouse list and use **Search** to confirm that the warehouse is available for review.

The available screen identifies warehouse records by information such as **Name**, **Type**, **Description**, and **Branches**. Ensure that the new record can be distinguished from existing Physical Location entries when reviewing the list.

Examples

A warehouse manager needs a focused list for reviewing warehouse locations assigned to branches.

1. The manager opens **Configurations > Warehouse Settings > Warehouses**.

2. In **Search**, the manager enters `October` to locate warehouse records associated with that location.
3. The manager reviews the resulting records using the visible **Name**, **Type**, **Description**, and **Branches** columns.
4. To make future reviews easier, the manager selects **Layout icon (icn icon-layout)** and then **Add Layout**.
5. In **Layout name**, the manager enters `Branch Warehouse Review`.
6. The manager selects **Columns Chooser** and retains the columns needed to identify warehouse location, type, description, and branch assignment.
7. The manager selects **Save**. The new layout is now available for future warehouse-list reviews.
8. Later, if branch reporting requirements change, the manager updates the visible columns and selects **Update Current** to save the revised layout.

Tips

Tip: Use **Search** before creating or reviewing a warehouse record to avoid confusion with similarly named warehouse locations.

Note: Use meaningful values in **Layout name** so that other users can recognize the purpose of a saved list layout.

Warning: Select **Delete Current** only when you intend to remove the active saved layout. Use **Standard Layout** if you simply need the default display.

Troubleshooting

Symptom	Likely cause	Fix
The required warehouse does not appear in the list.	The current list is filtered by a search value.	Clear or change Search , then review the warehouse list again.
The warehouse details needed for review are not visible.	The current layout does not display the required columns.	Select Columns Chooser , add the required columns, and select Update Current or Save .

Symptom	Likely cause	Fix
A layout change is not retained.	The revised layout was not saved or the update was cancelled.	Select Update Current for an existing layout, or select Save after creating a layout.
The wrong list layout is displayed.	A non-standard saved layout is active.	Select Standard Layout to return to the standard warehouse-list arrangement.

Related pages

- [Warehouse Product Types](#)
- [Configurations — Overview](#)
- [Configurations — Learning Path](#)
- [Base Of Inspection](#)
- [Inspection Document](#)
- [Service Types](#)
- [Transfer Reasons](#)
- [2 Factor Authentication](#)
- [Account Managers](#)
- [Branches](#)
- [Flags](#)
- [Frequent Currencies](#)
- [Products](#)
- [Custom Fields](#)
- [Dashboard Settings](#)