

Client Resource

# Adding A Location



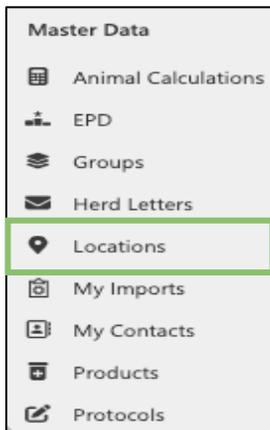
## Introduction

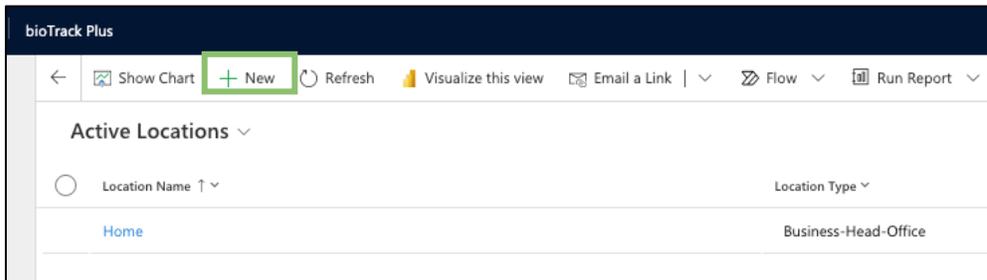
The purpose of this tip sheet is to walk you through the steps of adding a location to your bioTrack+ account.

<b>ADDING A LOCATION</b>	<b>1</b>
INTRODUCTION	1
STEPS TO ADD A NEW LOCATION	1
LOCATION STRUCTURES	2

## Steps to Add a New Location

- Sign into your bioTrack+ Account.
- Using the left navigation menu, scroll down to the Master Data section, click **'Locations'**.
- This will bring you to a summary screen of any existing locations. Click **'New'**.
- A new page will appear to enter your location details.





### New Location

**General**

Location Name *	---
Location Type	---
Premises ID	---
Part Of	---
911 Address	---
City	---
Prov / State	---
Postal / Zip	---
Owned / Leased	---

## Location Structures

bioTrack Plus gives you flexibility to design a location structure that works for you. You may choose to record a single location for all animals or design a structure to be able to record individual pens or pastures within one or more locations to track movement between facilities.

Each location can be “Part Of” another location, creating a location hierarchy. For example, “North Pasture” may be a location within “Home Ranch”. Allowing you to specify where within the operation an individual animal is currently housed.