

#### **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.

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### **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.

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Have Questions? Contact us at <u>service@biotrack.ca</u> 1 (855) 246-2333



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## **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.



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