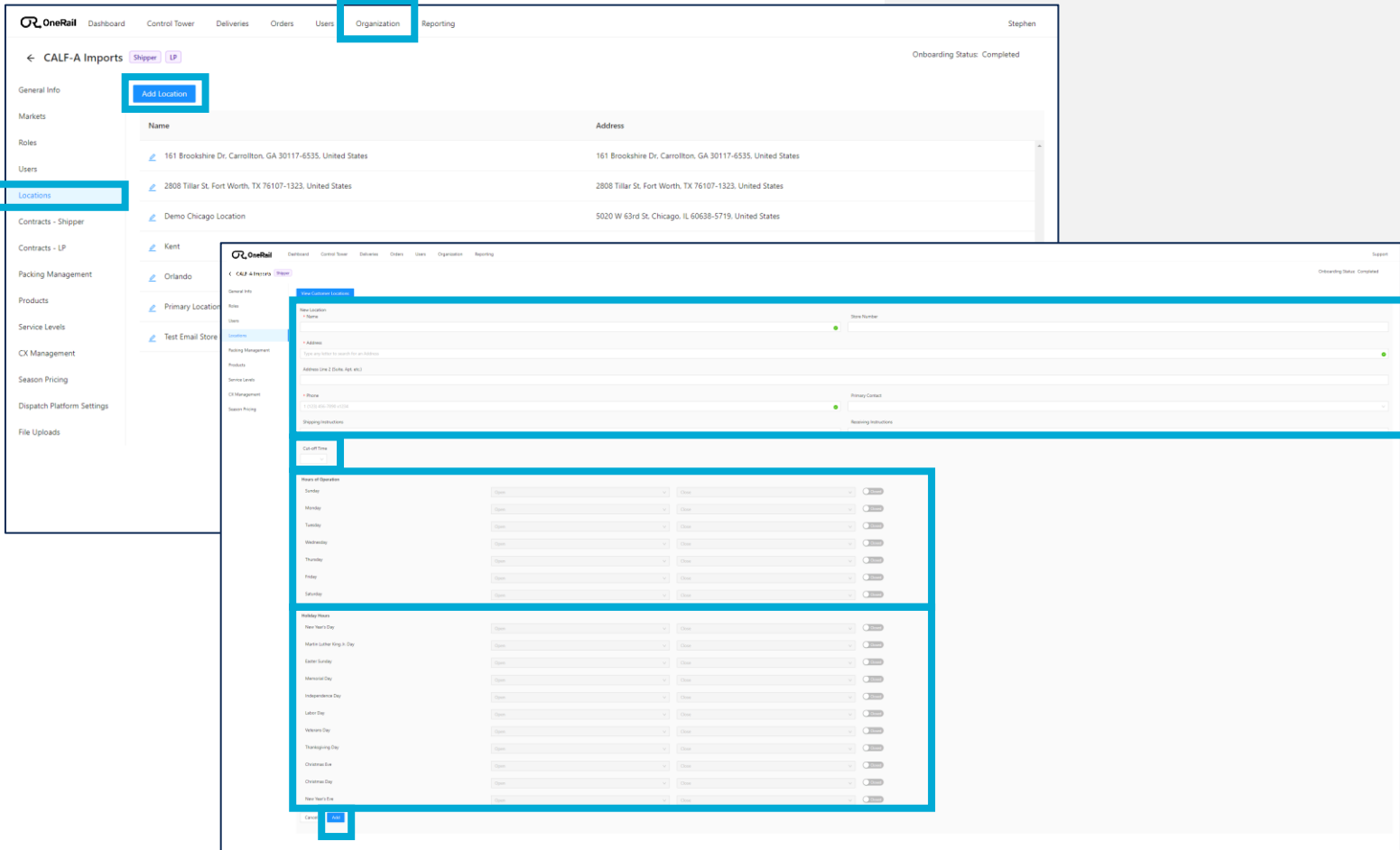


Administration

Adding a Location

As your company grows, locations need to be added. This is restricted to Administrative roles.



The screenshot displays the OneRail Administration interface. The top navigation bar includes 'Dashboard', 'Control Tower', 'Deliveries', 'Orders', 'Users', 'Organization', and 'Reporting'. The left sidebar has 'Locations' highlighted. The main content area shows a table of existing locations and a 'New Location' form with fields for Name, Store Number, Address, Phone, Contact, Shipping/Receiving Instructions, Cut-off Time, Hours of Operation, and Holiday Hours.

Name	Address
161 Brookshire Dr, Carrollton, GA 30117-6535, United States	161 Brookshire Dr, Carrollton, GA 30117-6535, United States
2808 Tillar St, Fort Worth, TX 76107-1323, United States	2808 Tillar St, Fort Worth, TX 76107-1323, United States
Demo Chicago Location	5020 W 63rd St, Chicago, IL 60638-5719, United States

The 'New Location' form includes the following fields:

- Name
- Store Number
- Address
- Phone
- Contact
- Shipping Instructions
- Receiving Instructions
- Cut-off Time
- Hours of Operation (by day)
- Holiday Hours (by holiday)

From the Organization page:

1. Select **Locations**.
2. Select **Add Location**.
3. Enter the location's **Name**, **Store Number**, **Address**, **Phone Number**, **Contact**, **Shipping and Receiving Instructions** as needed.
4. Enter **Cut-off Time** for pickup.
5. Enter **Hours of Operation** for each day of the week.
6. Enter **Holiday Hours**.
7. Select **Add**.