CollectionSpace: Add a Location

1. From the top center search box, click on the SEARCH icon

2. Select any Object from the list of results

3. Within the record, select the + RELATED tab and then select LOC/MOV/INV from the dropdown

4. Select the ADD RECORD button

5. Select the + CREAT NEW button

6. In the OBJECT LOCATION SECTION, Click the NUMBER PATTERN icon next inside the REFERENCE NUMBER field:

7. In the CURRENT LOCATION field, enter: MST-1 and add it to the Local Storage Locations list (or select it from the list if it is already there)

8. Click in the LOCATION DATE field and select any date from the calendar

9. At the top or bottom of the record, select the SAVE button

10. Select HARD SAVE