Setting Up Locations at Your Business

When you sell a part from inventory, you need to know exactly where that part is so you can easily retrieve it and deliver it to the customer. In Checkmate, the **Location** field for each part says exactly where that part is at your business. A part's **Location** prints on work orders and pick slips so the part is easy to retrieve.

Locations are a sequence of alpha characters and numeric digits that indicate the exact building, row, shelving unit, and/or bin. Set up locations at your business in a logical way that makes sense for the specific spaces (warehouses, shelves, bins, etc.) that you have at your business. Consult the examples later in this guide to create a location scheme that meets your needs.

Important! Whenever anyone at your business moves a part from one location to another, they *must* update Checkmate with the new location. The location listed for a part in Checkmate *must* be accurate, otherwise when the part is sold, you may not be able to find it, causing you to lose the sale. You can minimize the time it takes to update Checkmate by using tools like Real Time Barcoding™ and the Photomate mobile app.[1]

Maintaining accurate locations for your inventory also enables you to see, in Checkmate, exact inventory counts by location. Any discrepancy between the physical count and the count in Checkmate could indicate that merchandise has been lost. Management can use this information to identify problem areas and take preventive steps to avoid merchandise loss.

Numbering Scheme for Locations

The ideal numbering scheme for locations should be such that each location has a combination of different alpha and numeric characters that indicate the building/row in the yard, aisle (if applicable), section, and shelf/bin of the actual physical location.

Depending on your space, a shelving unit might have a particular section number/letter and individual shelves within the shelving unit would have different shelf numbers/letters.

When putting together the numbers and letters for your actual locations, it's a good idea to avoid letters/numbers that may be confused with other characters. (For a list of characters to avoid, refer to the section of this guide called **Commonly Confused Characters**.)

Choose one location sequence system and be consistent with it throughout your business, whether the locations are in the yard or in a warehouse. Doing so will help you avoid the difficulty of having to change locations at a later time.

No matter what your numbering scheme is, locations should be clearly displayed in your facility to make it easy to identify specific locations when retrieving or putting away parts. Each location display can also include a location barcode which can be scanned with the Photomate mobile app or a Bluetooth scanner. This makes it super easy to update Checkmate when moving parts.

---

[1] For more information about Photomate, visit this page: https://products.car-part.com/photomate/
For more information about using Real Time Barcoding with a Bluetooth scanner, visit this page:
https://products.car-part.com/barcoding/index.html

Example 1

Location Example: A01001

Each part of the number scheme is explained below.

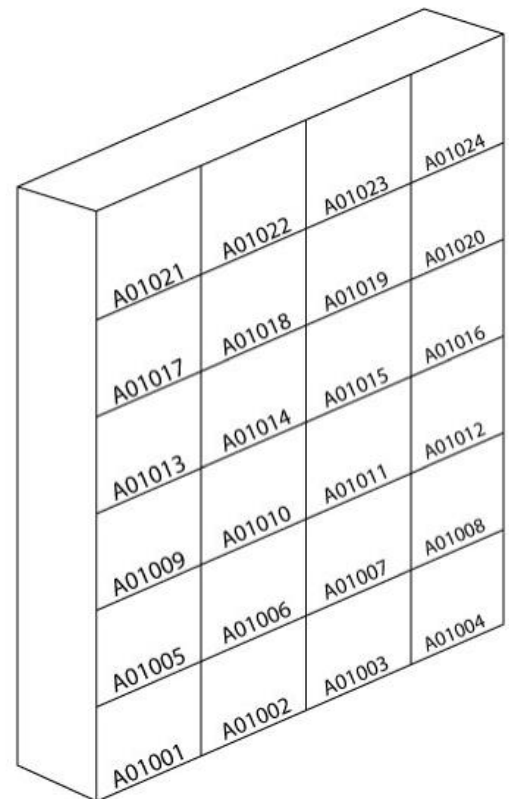| Character	Identifies	Notes
A	Building	One character indicates the building and directs staff to a specific building to retrieve a part. If your business has a second building it would be labeled B. Locations in building B would begin with 'B'.
01	Section	Two characters indicate the exact section, or shelving unit within the building.
001	Shelf	Shelf 001 is the bottom left shelf. Shelf 024 is the top right shelf. See the example below of a typical shelf setup.

In this example, the location sequence starts in the lower left corner. Starting the sequence on the bottom shelf is advised since you will likely not add another shelf to the bottom, but you may add more shelves to the top.

From the bottom left, the numbering sequence moves to the right. Then it goes up one shelf and moves from left to right again, etc.

An alternative sequence could start at the bottom left and then move up the left side to the top shelf. Then it could move to the right one column and go from bottom to top again, etc.

When moving from one row/shelf or column to the next, consider leaving room in your location sequence to add locations in the future. In this example, instead of starting locations on the second shelf with A01005, you might start them with A01010 so you could easily add additional locations within your sequence later on, if you want to condense shelves or reorganize in the future.
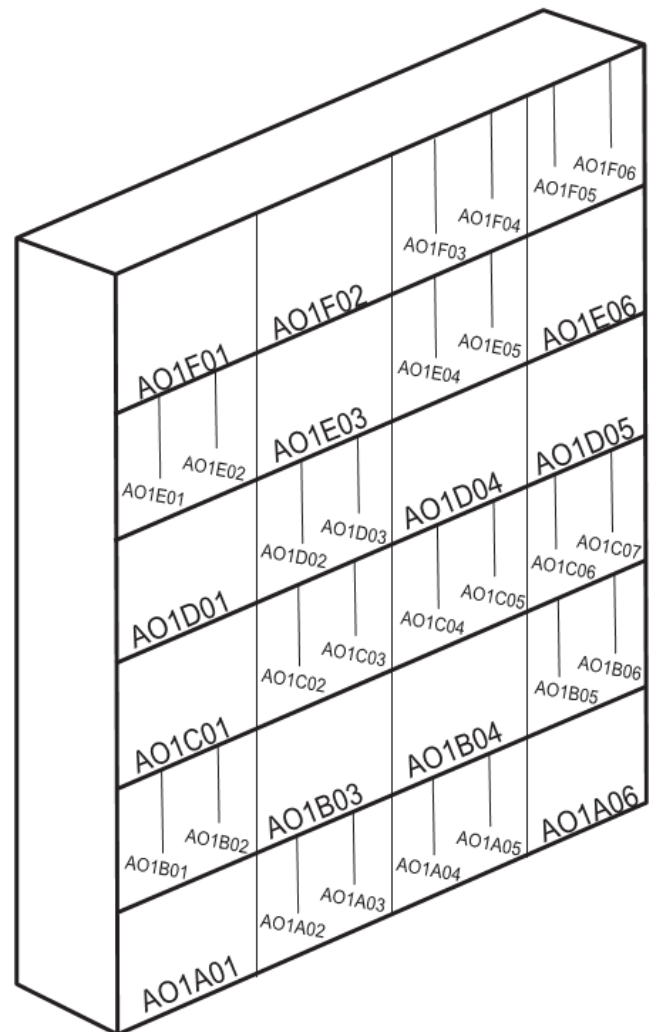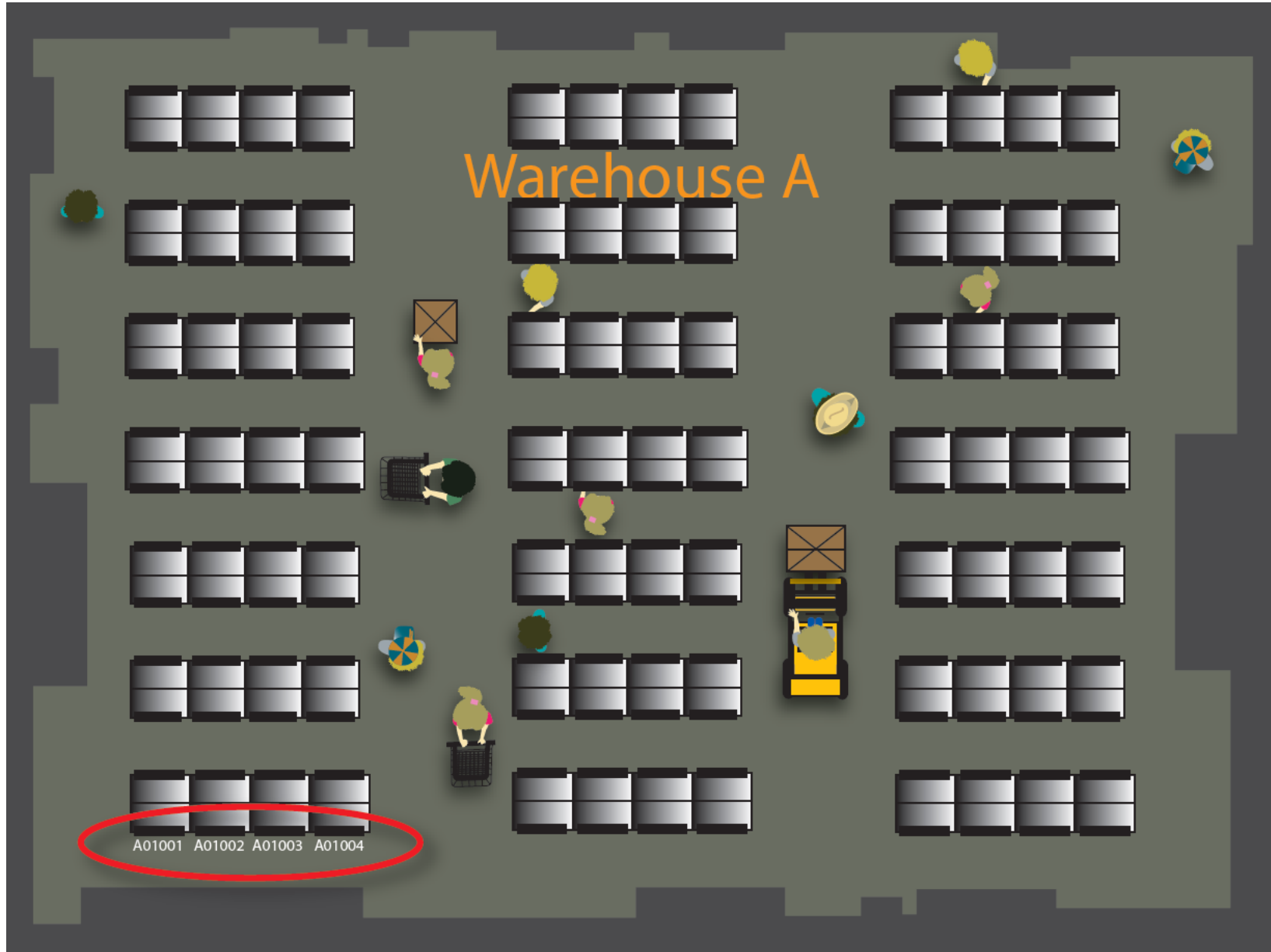
Example 2

Location example: A01A01

Each part of the number scheme is explained below.

Character	Identifies	Notes
A	Building	One character indicates the building and directs staff to a specific building to retrieve a part. If your business has a second building, it would be labeled B. Locations in building B would begin with 'B'.
01	Row	Two characters indicate the exact row within the building.
A	Shelf	Shelf A is the bottom shelf. Shelf F is the top shelf. See the example below of a typical shelf setup.
01	Location	Two characters for a location indicates the exact location within the shelf.

In this example, the location sequence starts in the lower left corner. Starting the sequence on the bottom shelf is advised since you will likely not add another shelf to the bottom, but you may add more shelves/locations to the top.

The image below shows an example of bin/shelf locations in a warehouse.

The image below shows an example of locations in a yard. An alternative to the groups shown in the example below, is to set up locations by rows. (In the case of yard locations, values indicating shelves are not necessary.)

Considerations for Make/Model: Some businesses may want to create locations based on keeping similar model vehicles together in their yard. This is not recommended for businesses in high-theft areas since grouping models together makes it easy to target specific models. Additionally, grouping vehicles by model may cause difficulty adjusting your yard space when popularity of models fluctuates.

Commonly Confused Characters

When creating locations, you may want to avoid using letters and numbers that are easily confused with other characters. The list below gives examples of commonly confused characters.

- Upper and lower-case letter **L, l** vs. numeral **1**
- Upper and lower-case letter **O, o** vs. numeral **0**
- Upper-case **D** vs. numeral **0**
- Lower-case letter **m** vs. lower-case letter **n**
- Lower-case letter **g** vs. lower-case letter **q**
- Lower-case letter **c** vs. lower-case letter **e**
- Upper-case **T** vs. upper-case letter **I**
- Upper-case **D** vs. upper-case letter **O**
- Upper-case letter **E** vs. upper-case letter **F**
- Upper-case letter **Z** vs. numeral **2**
- Upper-case letter **B** vs. numeral **8**
- Upper-case letter **S** vs. numeral **5**
- Upper-case letter **Z** vs. numeral **7**
- Upper-case letter **T** vs. number **7**

If locations are written in cursive, the following may also be confused:

- Lower-case cursive letter **y** vs. lower-case cursive letter **z**
- Lower-case cursive letter **l** vs. lower-case cursive letter **b**
- Lower-case cursive letter **l** vs. lower-case cursive letter **e**
- Lower-case cursive letter **i** vs. lower-case cursive letter **e**
- Lower-case cursive letter **a** vs. lower-case cursive letter **o**