
Add a New Location to Voyager

- **Product:** Voyager
 - **Product Version:** All
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Question

How to add a new location that can be used in different Voyager modules?

Answer

- Use the checklist in Additional Information to add a new location to Voyager.
- Configure *only those modules* which will use the new location -- for example:

SysAdmin > Security > Acquisitions Profiles and SysAdmin > Acquisitions > Policy Definitions configurations are necessary if you intend to use the new location in *Acquisitions*.

And/Or Sysadmin > Security > Cataloging Profiles and SysAdmin > Cataloging > Policy Definitions configurations are required if you intend to use the new location in *Cataloging*.

Additional Information

Five major areas in which to make changes:

- I. System Administration > System
- II. System Administration > Security
- III. System Administration > [Module]
- IV. Acquisitions > Ledgers and Funds
- V. Primo (if applicable)

- I. System Administration > System
 - A. Locations > New (required)
 1. Code
 2. Name
 3. Owning Library
 - B. Location Limit Groups (optional) > Edit or Add > Locations
 - C. Print Locations (optional; only if new location changes default and/or global print locations) > Edit or Add
 1. Code
 2. Name
 3. Select Default and Global Printing Location(s)
- II. System Administration > Security (required)
 - A. Master Profiles > [operator profile's master profile] > Edit or Add > Locations

- B. Module Profiles
 - 1. Module [Acquisitions/Serials, Cataloging, Circulation] Profiles > Edit or Add > Locations
 - 2. Repeat for all modules which need access to this location
- III. System Administration > [Modules] (optional; required only for modules where new location will be used)
 - A. Circulation
 - 1. Policy Definitions > Edit or Add > Locations. If this is a happening or pick up location, check appropriate boxes.
 - 2. Request Groups (to include the new location in a request group) > Edit or Add > Locations
 - B. Acquisitions
 - 1. Policy Definitions > Edit or Add > Locations.
 - 2. If this is an order/claim/pay or receive location, check appropriate boxes.
 - C. Cataloging
 - 1. Policy Definitions > Edit or Add > Locations.
 - 2. Select rules that apply to new location.
 - D. Call Slip (optional)
 - 1. Queues > Edit or Add > Values. Select values to apply for the new location (if any)
 - 2. Rules > Edit or Add. Select values to apply for the new location. Set Rules order
- IV. Acquisitions (optional; only if using in Acquisitions/ordering materials for new location)
 - A. Note that location must be added to Acquisitions Security Profile and Acquisitions Policy Definition first.
 - B. Acquisitions > Ledgers and Funds > Search Ledgers > Edit or Add > Locations.
- V. Primo (if applicable): see [Add New ILS Location to Primo Library Codes](#)

Additional articles

- [Created new location, not available in Circulation Policy](#)
- [Cannot add location to circ policy definition](#)
- [Add New ILS Location to Primo Library Codes](#)
- [Does new Voyager location impact Primo Extracts?](#)
- [Add item location: "Unauthorized or invalid location in subfield 'b' of 852"](#)

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