

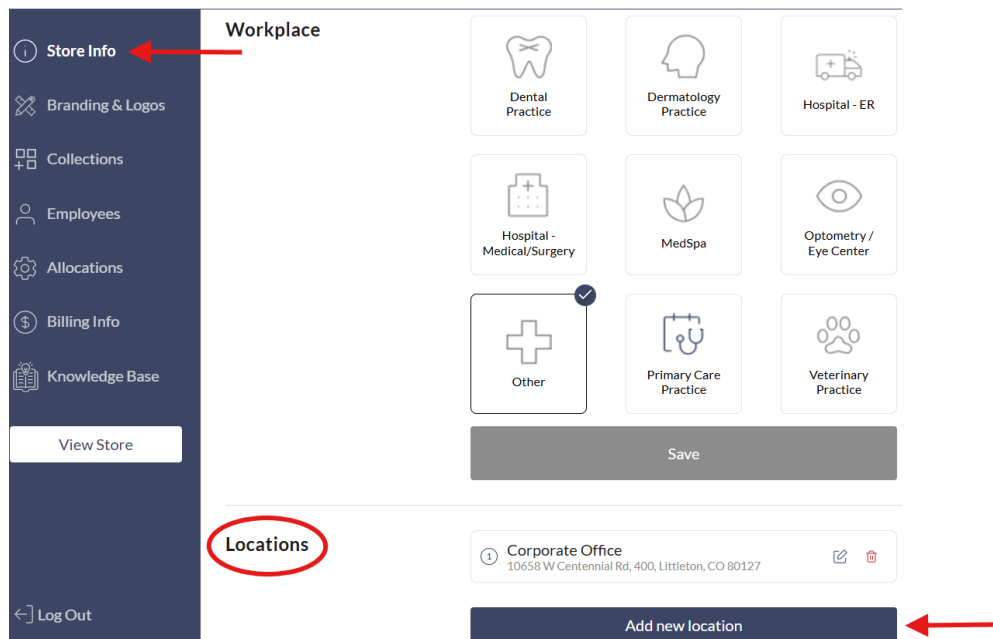


## How to Create a Uniform Stores Location.

Uniform Stores offers the ability to add multiple work locations to your custom site. Adding all company locations can be beneficial for billing purposes and creating unique Collections and Allocations for each location. Locations can be added before or after your site is live.

1. Log into your microsite admin portal by clicking through the in-email link or at <https://admin.uniformstores.com>. You can also go to your custom microsite URL (for example, companyname.uniformstores.com and select the **Microsite Admin** button at the bottom right of the webstore.
2. Make sure you are on the Store Info tab in the menu on the left of your screen. This is the general information for your organization. Scroll down until you see the section titled Location. Click the Add new location button.

 Uniform Stores



The screenshot displays the Uniform Stores admin interface. On the left is a dark blue sidebar menu with the following items: 'Store Info' (highlighted with a red arrow), 'Branding & Logos', 'Collections', 'Employees', 'Allocations', 'Billing Info', 'Knowledge Base', 'View Store', and 'Log Out'. The main content area is titled 'Workplace' and features a 3x3 grid of location type icons: Dental Practice, Dermatology Practice, Hospital - ER, Hospital - Medical/Surgery, MedSpa, Optometry / Eye Center, Other (marked with a checkmark), Primary Care Practice, and Veterinary Practice. Below this grid is a 'Save' button. At the bottom of the main area, the 'Locations' section is circled in red. It contains a single location entry: 'Corporate Office' with the address '10658 W Centennial Rd, 400, Littleton, CO 80127'. Below this entry is a dark blue button labeled 'Add new location', which is also pointed to by a red arrow.

3. Type in the Location Name, Street Address including City, State and Zip Code. Then click the Add Location button.

Location Name ×

Satellite Location ✓

Street Address

1050 W Hampden Ave

Apartment, suite, etc. OPTIONAL

Ste 100 ...

City

Englewood

State

Colorado ▼

Zip Code

80110

+ Add Location

4. The new location will populate on the Store Info tab and can be edited or removed if needed by clicking either the edit icon or the trash icon.

 Uniform Stores

Store Info

Branding & Logos

Collections

Employees

Allocations

Billing Info

Knowledge Base

View Store

Medical/Surgery

MedSpa

Eye Center

Other ✓

Primary Care Practice

Veterinary Practice

Save

Locations

1

Corporate Office

10658 W Centennial Rd, 400, Littleton, CO 80127

✎ 🗑️

2

Satellite Locaton

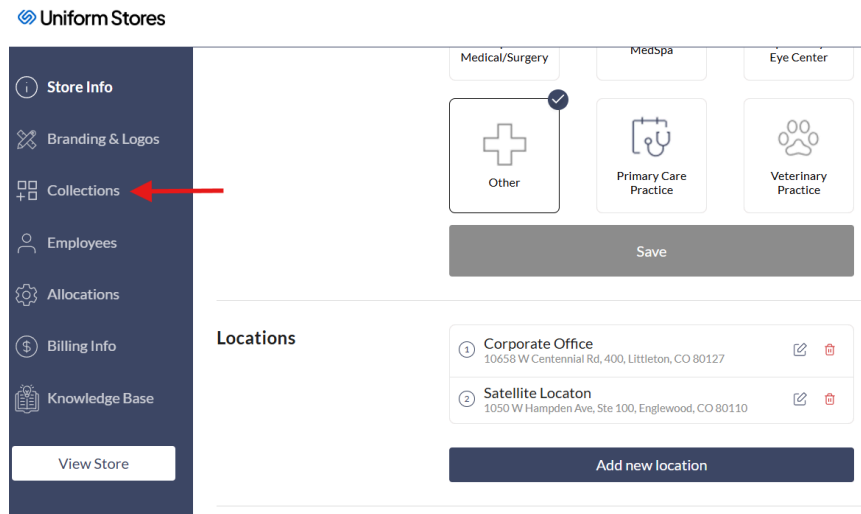
1050 W Hampden Ave, Ste 100, Englewood, CO 80110

✎ 🗑️

Add new location

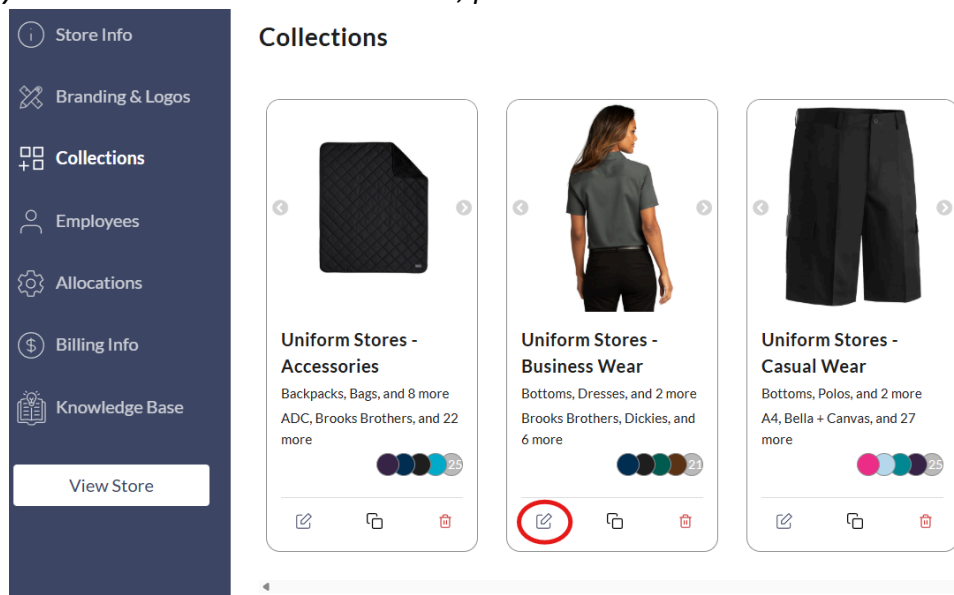
# Uniform Stores

5. Next, select the Collections tab in the menu on the left of your screen.



6. The Collections tab is where you can view and edit existing collections or create a new collection. Specific collections can be viewed by specific groups of employees based on how the collection is created. It can be specific to certain departments, locations or both. If the new location is not added to any collection, employees assigned to this location will not see any product in the storefront when they access their account. In order to add the new location to an existing collection, click the edit icon for the desired collection.

*\*If you need to create a new collection, please click [here](#)*



7. Select the checkbox next to the new location created and click the Next button and click the Save button on the next page.

Store Info

Branding & Logos

Collections

Employees

Allocations

Billing Info

Knowledge Base

View Store

Log Out

[Back to Collections](#)

## Edit Collection: Uniform Stores - Business Wear

### Collection Name

Give this uniform collection a name to easily identify it later when you setup decoration and for your store.  
Typically the collection name matches the department or group it applied to, i.e. "Nursing Uniform", etc.

Uniform Stores - Business Wear

### Who is this collection for?

Determine who uses can purchase items from this collection, depending on the employees location and/or department/discipline.

**Departments:**

☒ All Staff

☒ Scrub Authority

☒ Uniform Stores Sales Team

**Locations:**

☒ Corporate Office

☐ Satellite Locaton

Next