Configuration
Make a New Master Container

Prerequisite

You must have physical containers/bins with unique numbers, codes, or barcodes permanently affixed.

Where the Master Container is located

- **Configuration > Find > MasterContainers**

Why & When Master Containers are used

Use Master Containers when you have serialized bins or containers that you wish to track. A barcode or numbered "license plate" must be attached to the container in order to use Master Containers. Master Containers enables greater traceability by keeping a history of every movement and process of the container.

How to Create New Master Containers

1. **Configuration > Find > MasterContainers**
2. The window will open onto the Information Tab. The History Tab is disabled in this area.
3. Click the **Create** button to create a new container registry. The window will be gray until the button is pressed.
4. Container Type: Click the dropdown to select the container type.
   - To add more container types see Add a Container Type
5. Location: Click the dropdown to select the actual location where the container is currently. This field is required.
6. Owner: Click the dropdown to select the owner of this bin.
   - Bin Ownership can be set in the Company > Trading Partner > "Partner Name" > and select the checkbox Is Bin Owner.

The following steps are for adding multiple containers with consecutive numbering. Containers of non-consecutive numbers must be added one at a time.

- Consecutive: a predictable and steady increase in numbers.

1. In the **Quantity** field, type in the number of actual containers for which you will generate identification numbers. Example :You would type 50 if you have 50 new containers on the dock.
2. In the **Start Value** field, type in the number of the first container. All additional containers will count up from this number. Add a prefix or suffix if desired. For pre-printed serial numbers, match it using these fields
3. In the **Increment** field, type the number that the container number generator will count by. Example: type 1 and numbers will be 100, 101, 102, type 5 to generate container number 100, 105, 110.
4. Click **Go** to generate the container ID numbers and add them to Envio.
5. A confirmation window will appear. Click **OK**.

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6. To verify all the containers were created navigate to **Production > Find > Master Containers**. Search or scroll to find the containers.

Troubleshooting & Tips

- To view, see current contents and see history on a Master Container navigate to **Production > Start a Task > View Master Containers.** The interface is similar to the Configuration menu. Type in the Container number and press ENTER.

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