

# Manage Warehouse Bins

04/09/2025 12:47 pm CDT

## Overview

Skustack bins represent the specific compartments within your warehouse where items are stored. Accurate bin records enable you to determine the most efficient layout and arrangement of your products. Effectively utilizing the available space can significantly improve your overall warehouse storage capacity and help you reduce unnecessary costs. In this article, you will learn how to manage and update your bin information through Skustack.

Learn more about the initial bin creation and bin types [here](#).

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## Manage Bins Module

The **Manage Bins** module is located within Skustack's **Bin** tab. Here, you can create a new bin and add products to it, search for existing bins, and edit their details as needed.

## Create Bins

To create a new bin via the Skustack application:

1. Navigate to the **Bin** module and select **Manage Bins**.
2. Tap the + icon.
3. Set the bin as primary, non-primary, sellable, or unsellable.
4. Name the bin and enter its dimensions.
5. *(Optional)* Select a [warehouse region](#) from the dropdown menu.
6. Tap **Create**.
7. A new bin of type **Normal** will be created and you will be prompted to add products.

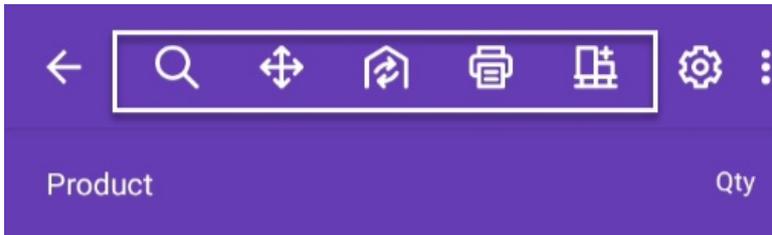
The Skustack app allows you to only create bins of type **Normal**. All other bin types, excluding **Picking**, can be created through the Admin portal.

## Search Bins

To search for a bin:

1. In the **Manage Bins** module, tap the **Search** icon.
2. Scan or enter a bin name manually. All products in that bin will be displayed.
3. The following actions are accessible from the icons at the top of the screen:
  - Search for other Bins
  - View [Bin Movements](#)
  - Initiate [Inventory Transfers](#)

- Print a [Bin Label](#)
- Build a [Pallet](#)



4. Select any product to [adjust inventory](#).
5. Swipe the header down to view [Bin Details](#) and search for products within the bin.
6. Swipe a product to the left to reveal shortcuts to the following actions:
  - View product inventory in all bins
  - [Transfer inventory](#)
  - [View inventory movement for the specific bin](#)
  - [View product information](#)
  - [View Lot numbers if the product is expirable](#)

Picking bin quantities cannot be adjusted through the Skustack app. If you need to adjust the quantity in a picking bin, it must be done through a [transfer](#). To identify and resolve discrepancies in picking bins, refer to the [Warehouse Qty Picked article](#).

## View and Edit Bin Details

View details such as size, type, capacity, and region to help you determine where a product should be placed. Designate bins as primary, non-primary, sellable, or unsellable. To view Bin details:

1. Search and open the desired bin as described in the previous section.
2. Swipe the header down and tap on **View Details**.
3. Select **Edit Info**.
4. Make the necessary adjustments and tap **Set**.

The space remaining in a bin is calculated based on the bin size and product dimensions. Bin dimensions are typically added during the [initial bin creation](#).

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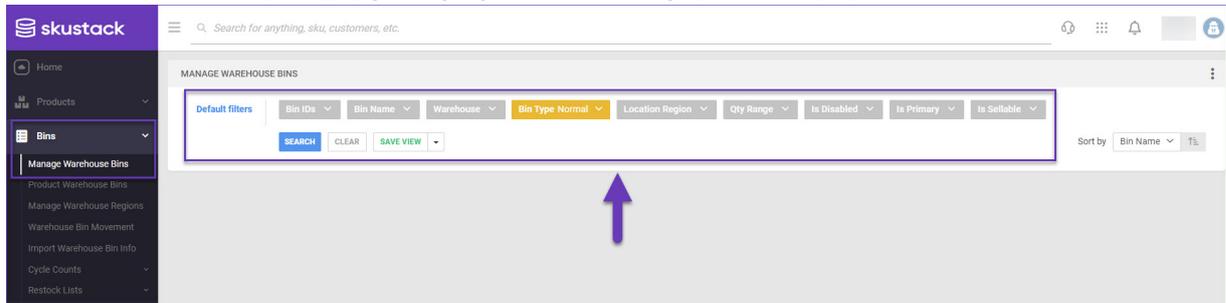
## Manage Warehouse Bins

The Skustack Admin portal enables you to seamlessly [create a new bin](#), search for existing bins, and view or edit bin details.

### Search Warehouse Bins

To search for existing bins, follow the steps below:

1. Navigate to the Skustack Admin portal at <https://xx.skustack.com> (replace “xx” with your **server ID** or **team name**).
2. Enter your login credentials.
3. On the left, select **Bins > Manage Warehouse Bins**.
4. Configure your **Default filters** to make sure that the results display exactly what you need.
5. Click **Search**. Each filter you apply gets highlighted. If a filter is gray or not displayed at all, it’s not active.



6. To manage the columns in the grid, click the three dots icon on the top right and select **Customize Columns**. You can:
  - Reorder columns by dragging them up or down in the list;
  - Hide columns by clicking the **Trash** icons;
  - Add columns by clicking **Add column**.
7. To arrange the data in a different order, use the **Sort by** menu.
8. To save your filtering and sorting options, click **Save view**, enter a **Name**, and click **Save**.
9. Click the + icon at the lower right-hand corner to [create a new bin](#), or select a bin from the grid and access the **Actions** menu for additional functionalities.
10. Click on a Bin ID to view its details.

Refer to the table below for a description of each filter.

<b>Filter</b>	<b>Description</b>
<b>Bin IDs</b>	Search for specific Bin IDs.
<b>Bin Name</b>	Search for a specific bin name.
<b>Warehouse</b>	Search only for bins in a specific warehouse.
<b>Bin Type</b>	Search only for bins of a specific type.
<b>Location Region</b>	Search only for bins in a specific warehouse region.
<b>Qty Range</b>	Search only for bins with a specific quantity range.
<b>Is Disabled</b>	Search only for enabled or disabled bins, or search all bins.
<b>Is Primary</b>	Search only for primary or non-primary bins, or search all bins.
<b>Qty Range</b>	Search only for sellable or non-sellable bins, or search all bins.
<b>Created On</b>	Search only for bins created within a specified date range. This filter is not visible in the grid by default and must be added manually.

## View and Edit Bin Details

View details such as size, type, capacity, and region to help you determine where a product should be placed. Designate bins as primary, non-primary, sellable, or unsellable. To view Bin details:

1. Go to **Bins > Manage Warehouse Bins**.
2. Select your desired bin.
3. Click the **Edit** icon in the **Details** panel or in the top right corner of your screen.

The screenshot shows the 'Warehouse Bin' details page for bin #8068, SP10, which is sellable. The 'DETAILS' panel on the left contains the following information:

Bin Name	SP10
<input checked="" type="checkbox"/> Bin Is Sellable	
Bin Id	8068
Warehouse	
Location Region	A23-B03-L01
Location Type	Known
Bin Type	Normal
Location Notes	
<input checked="" type="checkbox"/> Primary Bin	
Unit Capacity	10000
Dimensions (L/W/H)	42 in 30 in 51 in
Volume	64260 in³ / 37.19 ft³

The 'ITEMS' panel on the right shows 'No records to display' and 'Displaying results 0-0 of 0'. A red arrow points to the 'Edit' icon in the top right corner of the page.

4. Make the necessary adjustments.

5. Click **Save**.

The screenshot shows the 'Warehouse Bin' details page for bin #8068, SP10, which is sellable. The 'DETAILS' panel on the left contains the following information:

Bin Name	SP10
<input checked="" type="checkbox"/> Bin Is Sellable	
Bin Id	8068
Warehouse	
Location Region	Default Region
Location Type	Known
Bin Type	Normal
Location Notes	
<input checked="" type="checkbox"/> Primary Bin	
Unit Capacity	10000
Dimensions (L/W/H)	42 in 30 in 51 in
Volume	64260 in³ / 37.19 ft³

The 'ITEMS' panel on the right shows 'No records to display' and 'Displaying results 0-0 of 0'. A red arrow points to the 'Save' icon in the top right corner of the page.

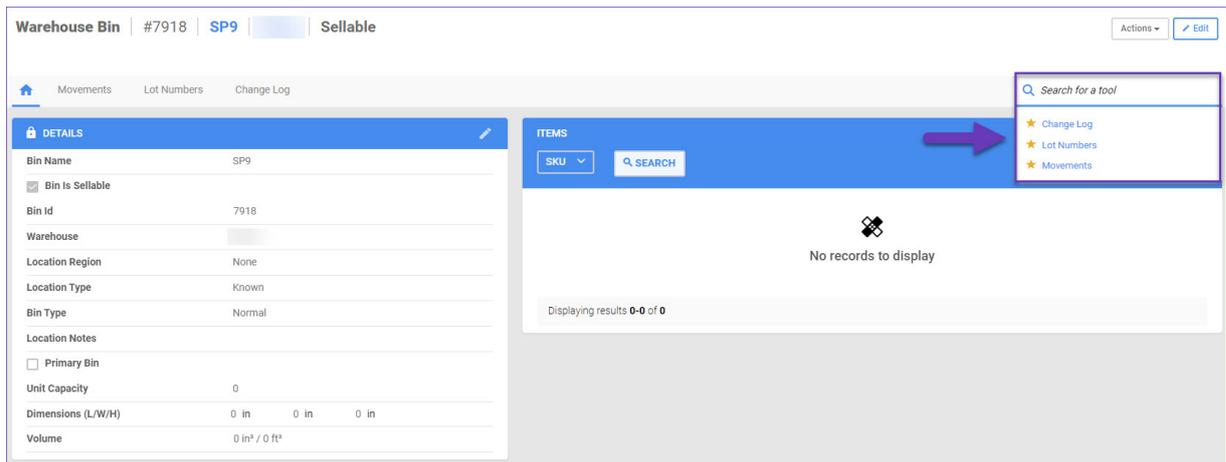
The name, warehouse, and type of **PutAway** and **Picklist** bins cannot be modified.

The space remaining in a bin is calculated based on the bin size and product dimensions. Bin dimensions are typically added during the **initial bin creation**.

## Toolbox

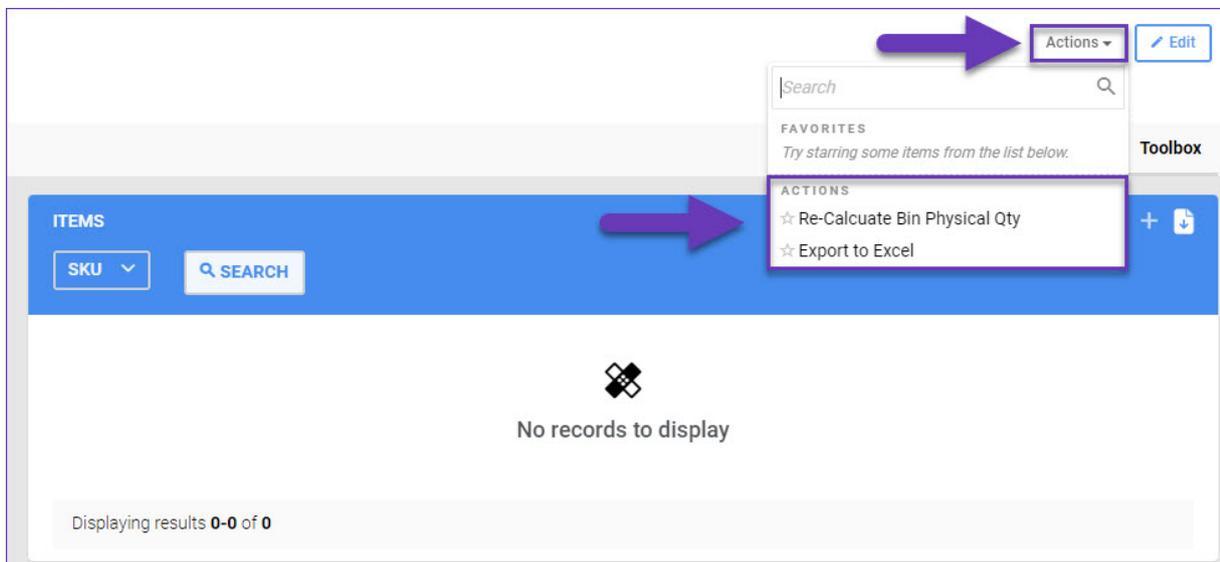
The bin **Toolbox** leads you to:

- **Change Log** – Here, you can see all changes and updates applied to the bin, including who initiated the change and when.
- **Lot Numbers** – Here, you can see the items' Lot Numbers, if applicable.
- **Movements** – On this page, you can [view all bin movements](#).



## Actions

The **Bin Details** page allows you to [export bin information](#) and re-calculate bin physical quantity through its **Actions** menu.



Through the Admin portal, you can also manage your warehouse bins in bulk:

1. Navigate to **Bins > Manage Warehouse Bins** and select the required bins.
2. Click on the Action menu and choose the required operation:
  - **Download All Bins**
  - **Recalculate Bin Physical Qty**
  - **Bulk Upload Bins**
  - **Disable Selected**
  - **Re-Enable Selected**
  - **Export Warehouse Bins**
  - **Print Barcodes**
  - **Print QR Codes**

skustack

Search for anything, sku, customers, etc.

MANAGE WAREHOUSE BINS

Default filters: Bin IDs, Bin Name, Warehouse, Bin Type, Location Region, Qty Range, Is Disabled, Is Primary, Is Sellable

SEARCH CLEAR SAVE VIEW

Sort by ID

ID	BIN	WAREHOUSE	SELLABLE	BIN TYPE	LOCATION TYPE	LOCATION REGION	UNIT CAPACITY	TOTAL QTY	LOC. NOTES
<input type="checkbox"/>	8074						0	0	
<input checked="" type="checkbox"/>	8073						0	0	
<input checked="" type="checkbox"/>	8069						0	0	
<input checked="" type="checkbox"/>	8071						0	0	
<input type="checkbox"/>	8070						10000	3	
<input type="checkbox"/>	8069						10000	3	
<input type="checkbox"/>	8068								
<input type="checkbox"/>	8066								
<input type="checkbox"/>	8065								
<input type="checkbox"/>	8011								
<input type="checkbox"/>	8004								
<input type="checkbox"/>	8003								
<input type="checkbox"/>	8002								
<input type="checkbox"/>	8000								
<input type="checkbox"/>	7999								
<input type="checkbox"/>	7998								
<input type="checkbox"/>	7994								
<input type="checkbox"/>	7993								
<input type="checkbox"/>	7981								
<input type="checkbox"/>	7950								
<input type="checkbox"/>	7938								

Search...

FAVORITES  
Try starring some items from the list below

ACTIONS

- Download All Bins
- Recalculate Bin Physical Qty
- Bulk Upload Bins
- Re-Enable Selected
- Disable Selected
- Export Warehouse Bins

< Print Barcodes

< Print QRcodes