



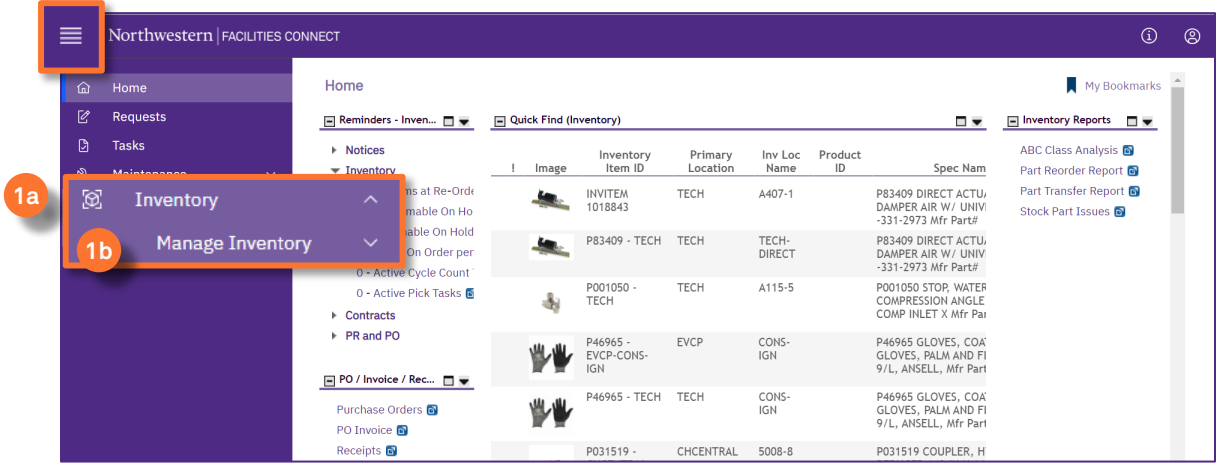
WAREHOUSE

RETIRE A STORAGE AREA

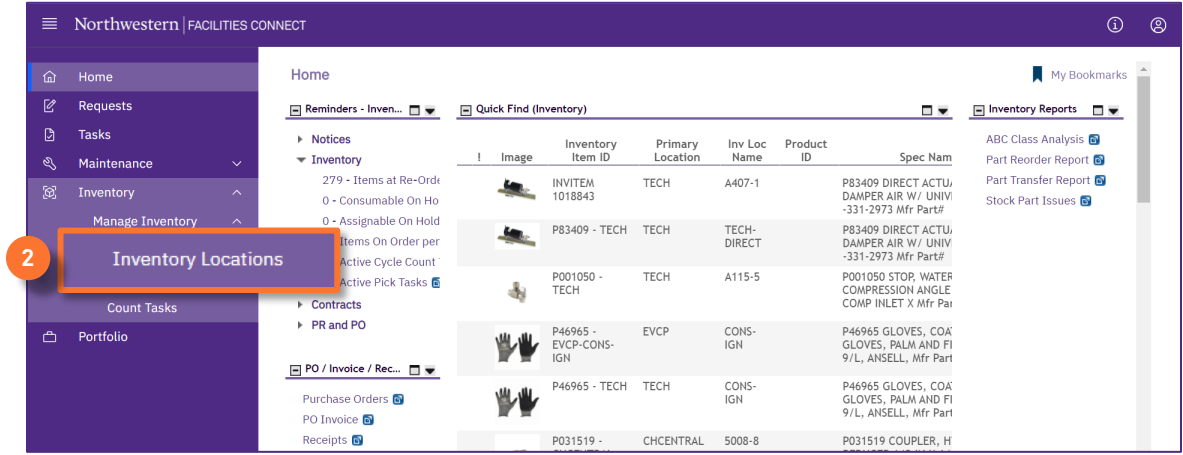
Provides guidance for retiring a storage area in Facilities Connect

DIRECTIONS:

- 1 From the Facilities Connect Home Screen, navigate to the hamburger menu:
 - 1a Click on the **Inventory** section drop-down arrow.
 - 1b Click on the **Manage Inventory** section drop-down arrow.



- 2 On the **Manage Inventory** drop-down menu:
 - 2 Click on **Inventory Locations**.





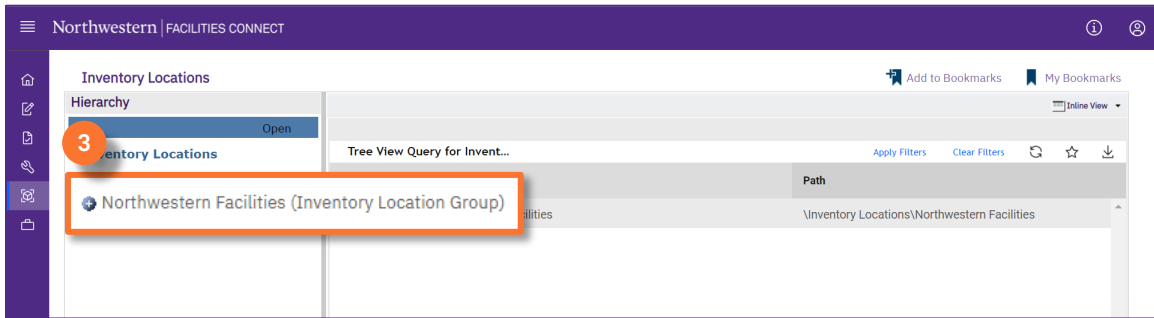
WAREHOUSE

RETIRE A STORAGE AREA

DIRECTIONS:

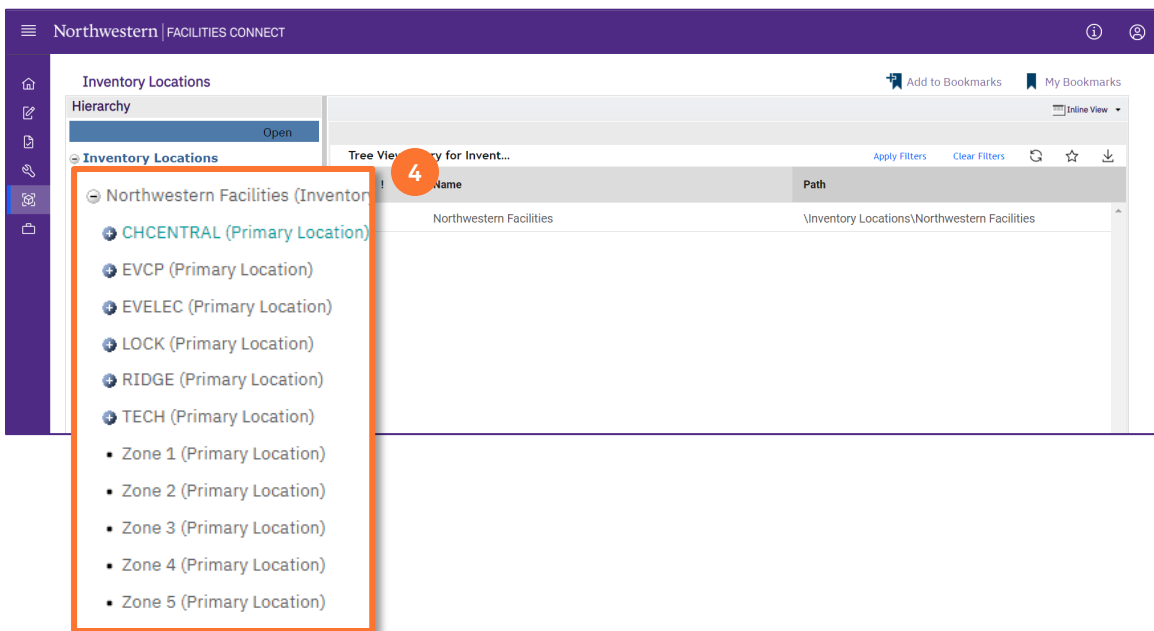
3 From the **Inventory Locations** screen:

3 Click on the **blue plus sign/expander**.



4 Upon clicking, the list of **primary Inventory locations** displays.

4 Click to select the **primary location** where the storage area is to be retired.





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RETIRE A STORAGE AREA

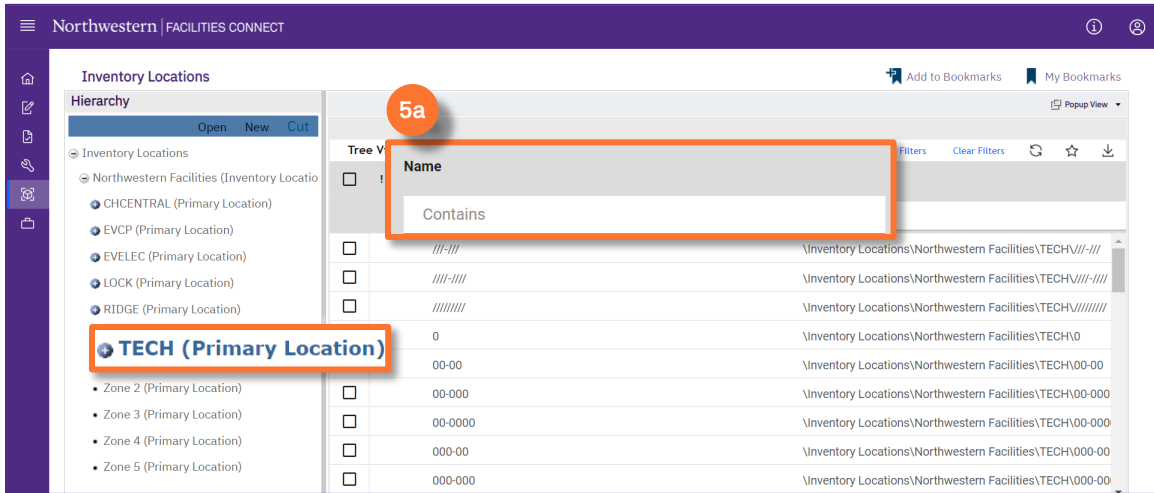
DIRECTIONS:

5

Upon clicking, the name of the location will bold. Locate the storage area you want to update:

5a

In the Name search box, type a partial or full name, and press **Enter**.



5b

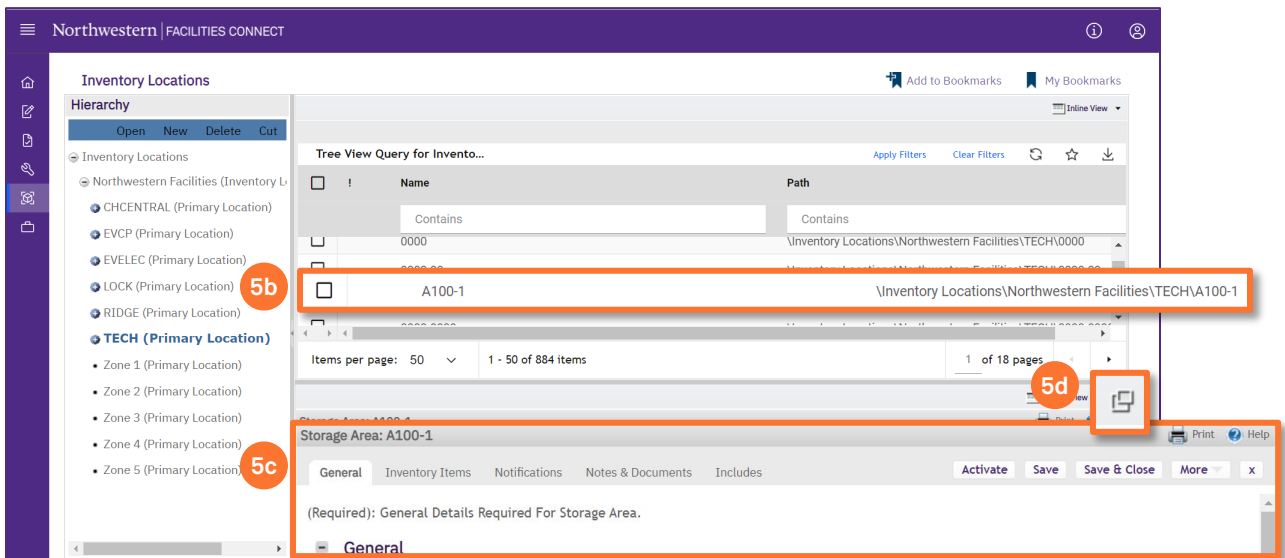
Click on the Name of the storage area.

5c

Upon clicking, the **Storage Area** page will open below.

5d

Click the Launch Window button to open in a new window.



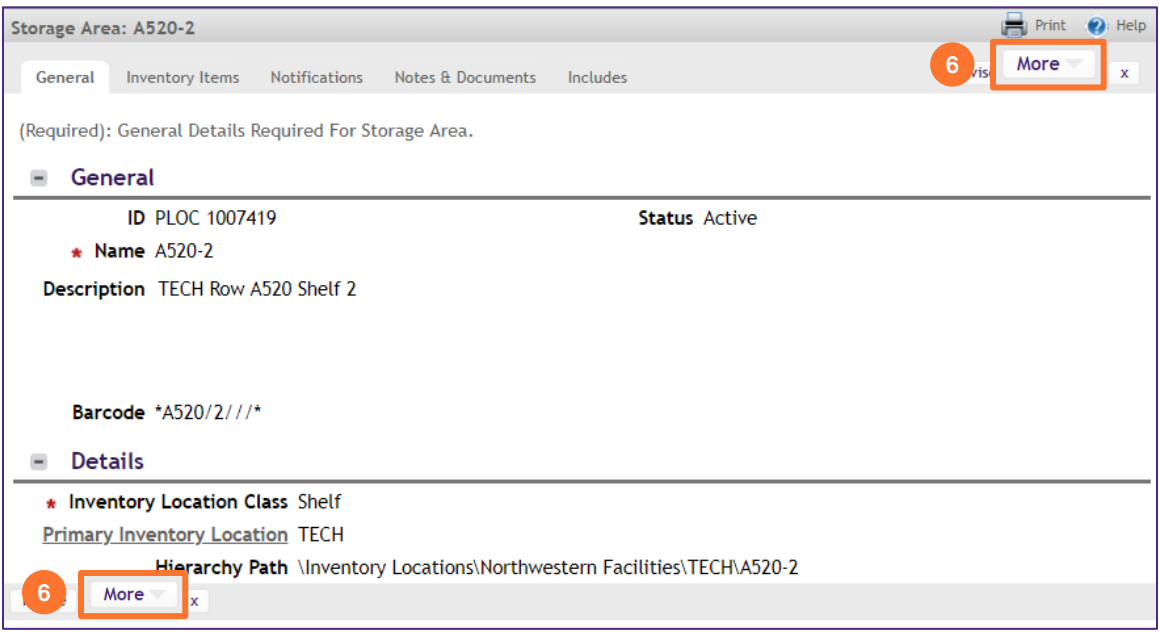


WAREHOUSE

RETIRE A STORAGE AREA

DIRECTIONS:

- 6 In the **Storage Area** window
- 6 Click on the **More** drop down menu.



- 7 Click on **Retire**.

