



# WAREHOUSE

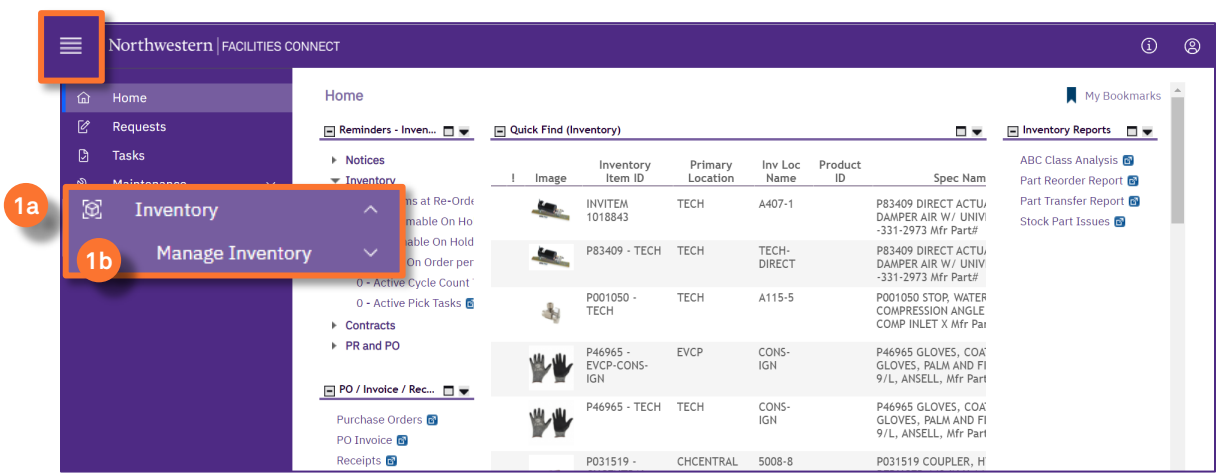
## CREATE A STORAGE AREA

Provides guidance for creating a storage area in Facilities Connect

### DIRECTIONS:

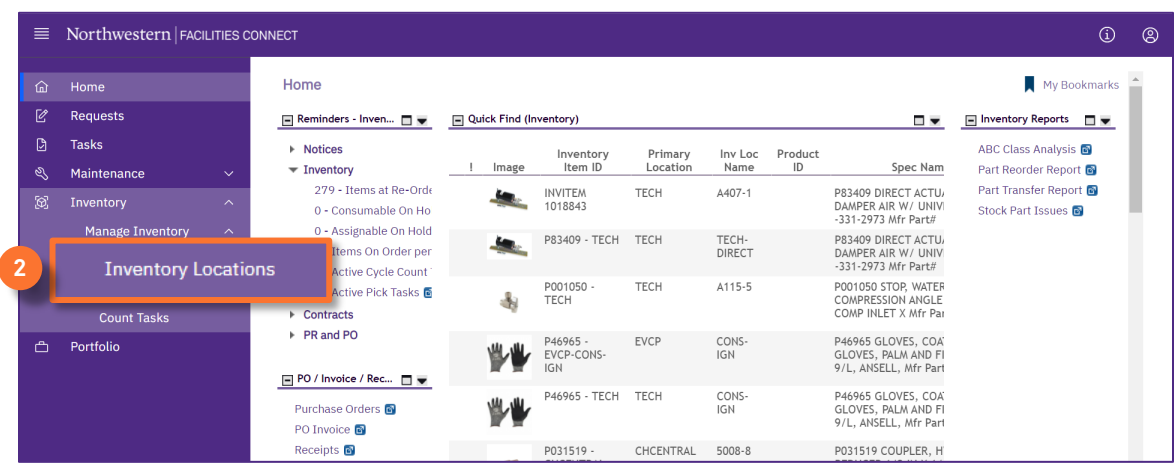
**1** From the Facilities Connect Home Screen, navigate to the hamburger menu:

- 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**.





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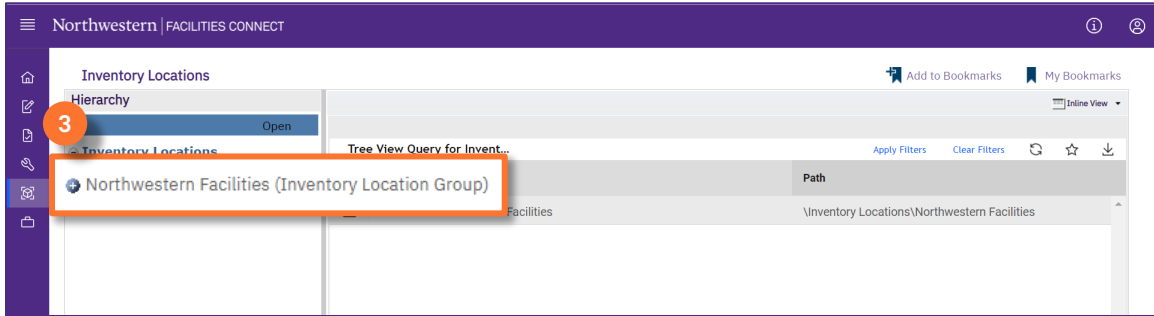
# CREATE A STORAGE AREA

DIRECTIONS:

3

From the **Inventory Locations** screen:

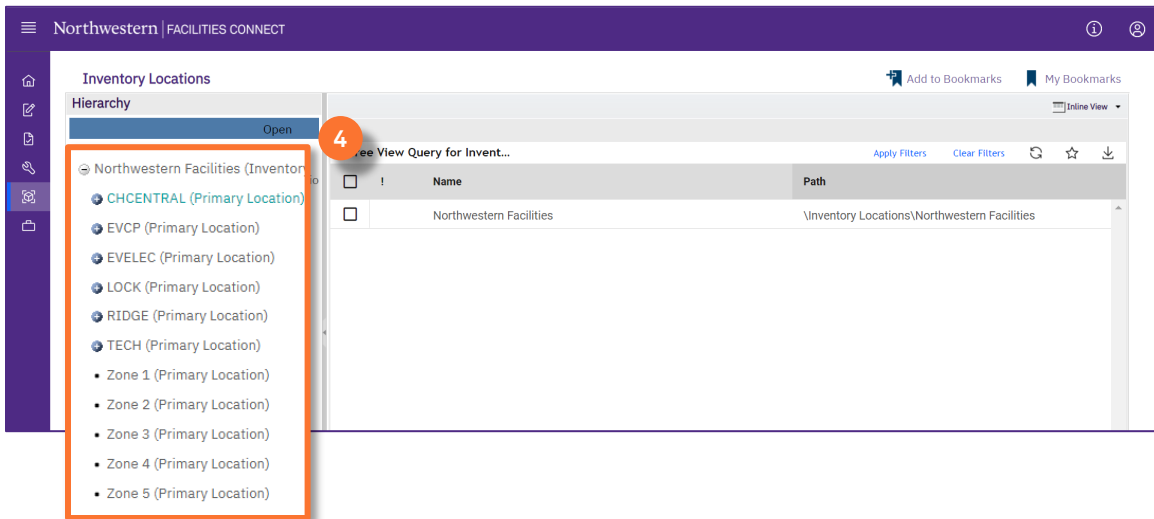
3 Click on the **blue plus sign/expander**.



4

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

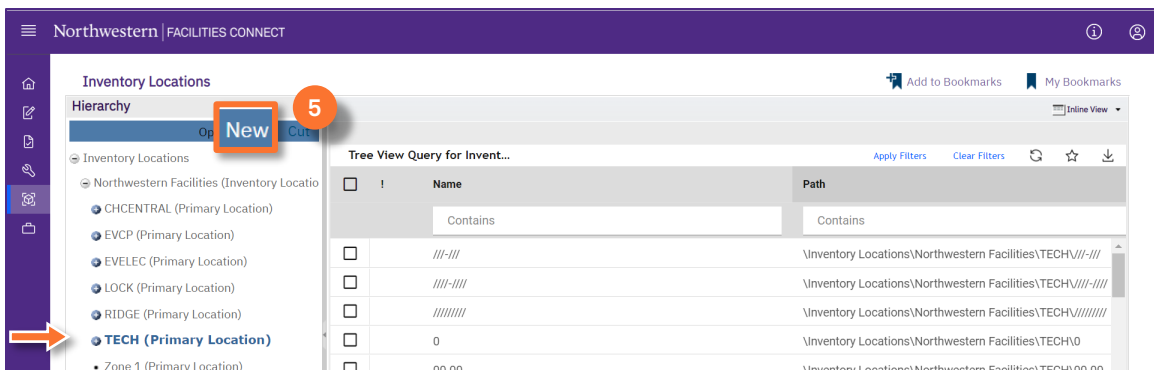
4 Click to select the **primary location** where the storage area is to be created.



5

Upon clicking, the name of the location you selected turns bold:

5 Click on **New**





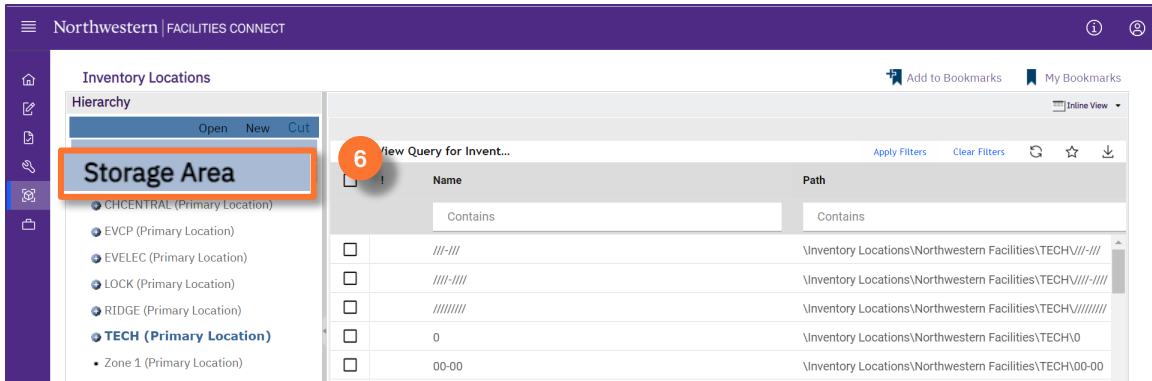
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# CREATE A STORAGE AREA

DIRECTIONS:

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Click on **Storage Area**.



7

Upon clicking, a new Storage Area Record window will open.

Complete the required fields:

**7a ID:** (auto-generate when entry is activated)

- Primary Location + Name

**7b Name:**

- Location Letter, Row#, Inventory Location Class, Class #
- Location Letter:  
 No Letter = CHCENTRAL  
 A = TECH  
 B = EVELEC  
 C = EVCP  
 F = RIDGE  
 L = LOCK

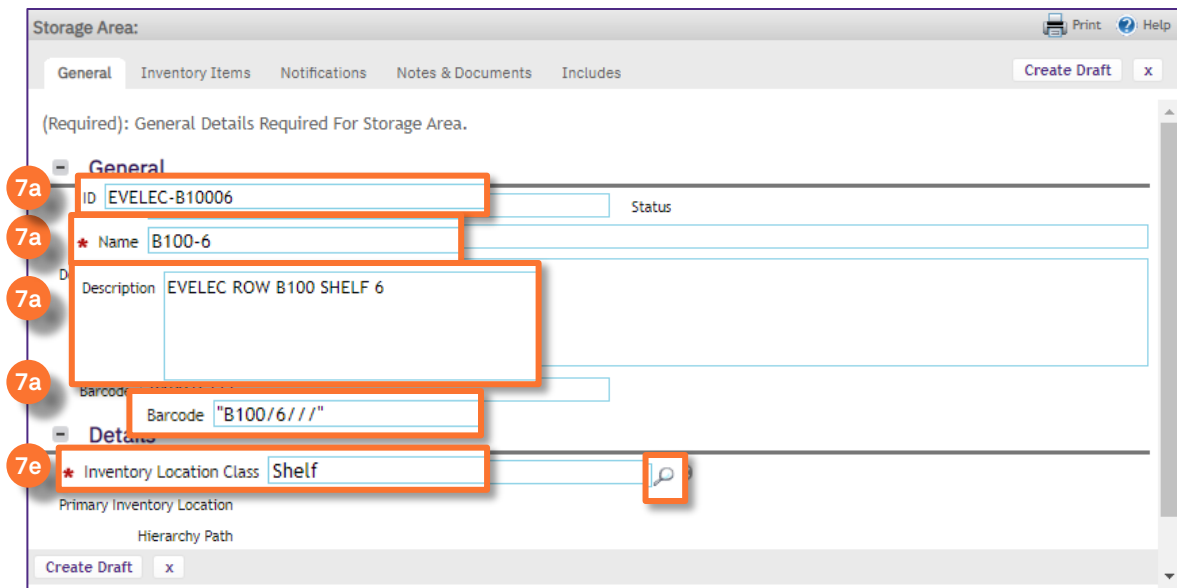
**7c Description:**

- Spell out ID
- Example:  
 ID = EVELEC-B100-6  
 EVELEC Row B100 Shelf 6

**7f Barcode:**

- Add \* at beginning and ending of Name.
- Add 1 forward slash (/) between Row # and Inventory Location Class #.
- Add 3 forward slash (/) after Inventory Location Class #

**7e Inventory Location Class:** Select where item is stored; must match Description





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DIRECTIONS:

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Once you have entered all required information:

8 Click on the **Create Draft** button.

The screenshot shows the 'Storage Area' form with the following details:

- General tab selected
- Buttons: Print, Help, **Create Draft** (highlighted with a red box and circled '8')
- (Required): General Details Required For Storage Area.
- General section:
  - ID: EVELEC-B10006
  - Status: (empty)
  - Name: B100-6
  - Description: EVELEC ROW B100 SHELF 6
  - Barcode: "B100/6///"
- Details section:
  - Inventory Location Class: Shelf
  - Primary Inventory Location: (empty)
  - Hierarchy Path: (empty)
- Bottom bar: **Create Draft** (highlighted with a red box and circled '8'), x

9

To finalize the storage area:

9 Click on the **Activate** button.

The screenshot shows the 'Storage Area: B100-6' form with the following details:

- General tab selected
- Buttons: Print, Help, **Activate** (highlighted with a red box and circled '9'), Save, Save & Close, x
- (Required): General Details Required For Storage Area.
- General section:
  - ID: EVELEC-B10006
  - Status: Draft
  - Name: B100-6
  - Description: EVELEC ROW B100 SHELF 6
  - Barcode: "B100/6///"
- Details section:
  - Inventory Location Class: Shelf
  - Primary Inventory Location: CHCENTRAL
  - Hierarchy Path: \Inventory Locations\Northwestern Facilities\CHCENTRAL\B100-6
- Bottom bar: **Activate** (highlighted with a red box and circled '9'), Save, Save & Close, x