



WAREHOUSE

UPDATE STORAGE AREA

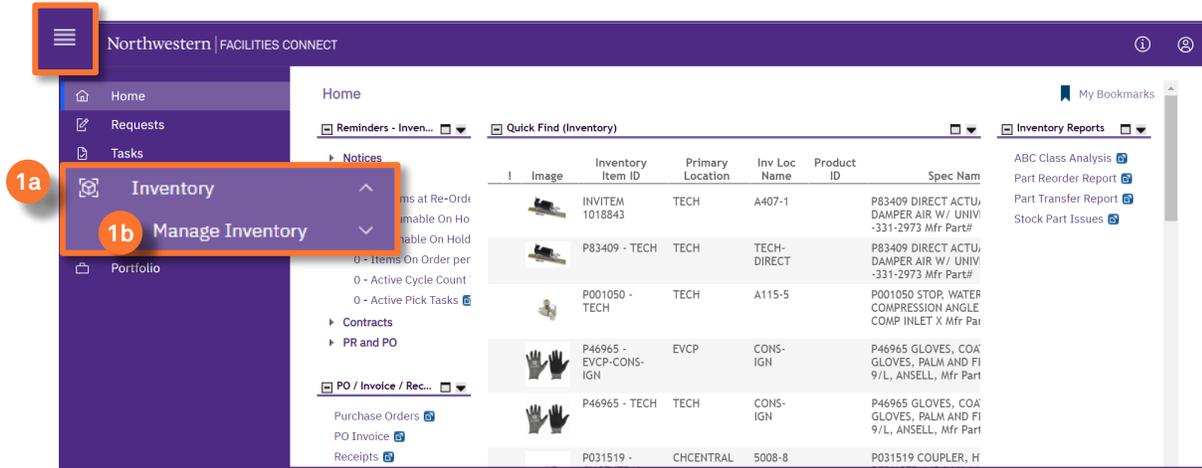
Provides guidance for updating a storage area in Facilities Connect

DIRECTIONS:

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

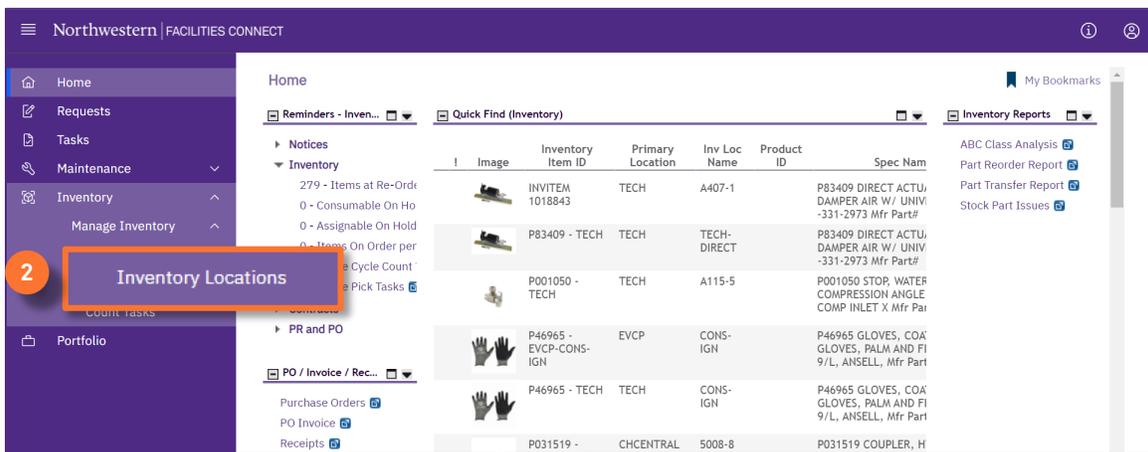
1a Click on the **Inventory** section drop-down arrow.

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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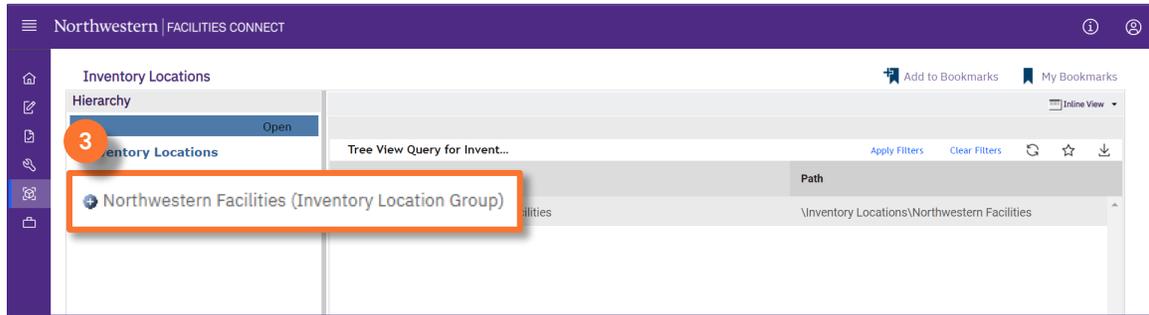
DIRECTIONS:

3

From the **Inventory Locations** screen:

3

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

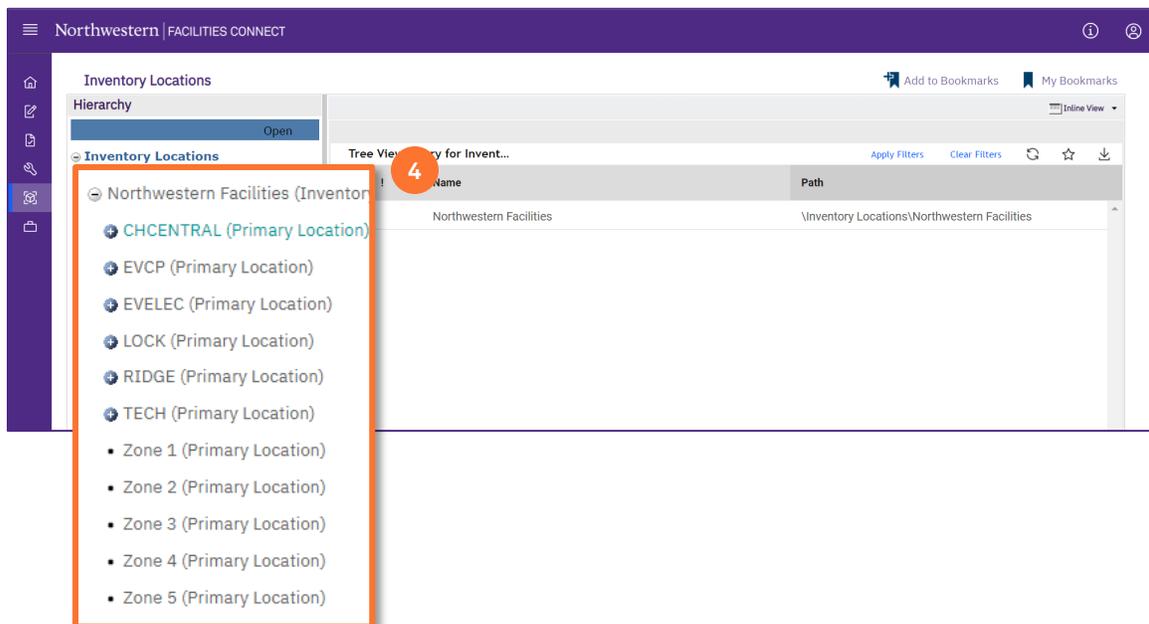


4

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

4

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





WAREHOUSE UPDATE STORAGE AREA

DIRECTIONS:

6

In the **Storage Area** window:

6 Click on **Revise**.

Storage Area: A520-2

General | Inventory Items | Notifications | Notes & Documents | Includes

(Required): General Details Required For Storage Area.

General

ID PLOC 1007419 Status Active

* Name A520-2

Description TECH Row A520 Shelf 2

Barcode *A520/2/1/*

Details

* Inventory Location Class Shelf

Primary Inventory Location TECH

Hierarchy Path \Inventory Locations\Northwestern Facilities\TECH\A520-2

6 **Revise** Print Help

7

Once you have made all the desired changes:

7 Click on **Activate**

Storage Area: A520-2

General | Inventory Items | Notifications | Notes & Documents | Includes

(Required): General Details Required For Storage Area.

General

ID PLOC 1007419 Status Revision In Progress

* Name A520-2

Description TECH Row A520 Shelf 2

Barcode *A520/2/1/*

Details

* Inventory Location Class Shelf

Primary Inventory Location TECH

Hierarchy Path \Inventory Locations\Northwestern Facilities\TECH\A520-2

7 **Activate** Save Save & Close More x