Create Storage Area

**PURPOSE:** Use this job aid to learn how to Create a Storage Area

1. From the Facilities Connect Home Screen, hover your cursor over **Manage Inventory** drop-down arrow.
   - **1a**

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

For more information, visit the Facilities Connect website at [www.northwestern.edu/fm/connect](http://www.northwestern.edu/fm/connect)
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3. From the Inventory Locations screen, click on:
   - Create Storage Area

4. The list of primary Inventory locations displays. Select the primary location where the storage area is to be created. Click on its name:
   - TECH (Primary Location)
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5 The name of the location you selected turns bold. Click on: New

6 Click on: Storage Area

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Complete the following General fields:

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

- **Primary Location + Name**

**Name**:

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

**Description**:

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

**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 #

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

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8 Click on:

Create Draft

9 Finalize the storage area.
Click on:

Activate

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