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.
WAREHOUSE

CREATE A STORAGE AREA

DIRECTIONS:

3. From the **Inventory Locations** screen:
   - Click on the **blue plus sign/expander**.

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

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

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

5. Click on **New**
WAREHOUSE
CREATE A STORAGE AREA

DIRECTIONS:

6 Click on Storage Area.

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
   • 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

7d 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
CREATE A STORAGE AREA

DIRECTIONS:

8. Once you have entered all required information:

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

To finalize the storage area:

9. Click on the **Activate** button.