Update Storage Area

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

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

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

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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3. From the Inventory Locations screen, click on:

4. The list of primary Inventory locations displays. Select the primary location where the storage area to be updated is located. Click on its name.

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5 The name of the location you selected turns bold. Find the storage area you want to update. Click in the Name Contains text box, type a partial or full name, and press Enter.

6 Click on the name of the storage area to be updated.
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7 A new window opens. Click on:
Revise

8 Make desired changes. Then, click on:
Activate