WAREHOUSE & INVENTORY

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

4. Upon clicking, the list of **primary Inventory locations** displays.
   - **Click to select the primary location** where the storage area is to be retired.
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DIRECTIONS:

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Upon clicking, the name of the location will bold. Locate the storage area you want to update:

5a

In the Name search box, type a partial or full name, and press Enter.

5b

Click on the Name of the storage area.

5c

Upon clicking, the Storage Area page will open below.

5d

Click the Launch Window button to open in a new window.
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DIRECTIONS:

6. In the **Storage Area** window:
   - Click on **Revise**.

7. Once you have made all the desired changes:
   - Click on **Activate**.