Retire Storage Area

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

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

2. On the Manage Inventory drop-down menu click on:
   2. Inventory Locations
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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 retired is located. Click on its name.

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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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 retired.
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7 A new window opens. Click on:
   More

8 Make desired changes, then click on:
   Retire