

LOCATIONS

FUNCTIONAL LOCATIONS - ADDITIONAL DATA

Ribbon Access: Equipment / Locations > Functional Locations

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1. The *Functional Locations* screen will be displayed.

SELECT THE SITE

- The *Site* filter will be set according to your company configuration.
- You do not need to select a specific site, however if you wish to narrow your filter parameters, you can click on the *drop-down arrow* and select a particular site from the list.
 - For a detailed handling of this topic refer to Site Selection.



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SELECT LOCATION

Select the *row* of the location where you wish to access the linked *additional data*.

MAIN LOCATION DATA

- If you wish to access the additional data of a *main* location, select the *row* of that main location. In this example *Upper Highway Area* is a main location.
- 2. Click on the *Additional Data* tile.





SUB-LOCATION DATA

- If you require access to the additional data for a *sub-location*, ensure that you *expand* the main (parent) location to be able to view and select the row of that sub-location.
- 2. In this example, *Hillcrest* and *Kloof* are sub locations of Upper Highway Area.
- 3. When you have selected the right location, click on the *Additional Data* tile.





EDIT DATA FIELDS

- 1. The *Additional Data for Functional Location:* [] screen will open.
- 2. Type additional details in the fields as required.

Note: These additional data labels (e.g. Field 1, Field 2 etc.) can be re-named as per your company requirements.





SAVE DATA

• When you have finished updating the relevant fields for the location, click on *Save*.



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• The additional data will be saved and you will return to the *Func-tional Locations* screen.



Functional Locations Additional Data



Related Topics



- Introduction to Functional Locations
- Add a New Functional Location
- Edit a Functional Location
- Delete a Functional Location
- Location Technical Specifications
- Location Documents
- Location Work Order History
- Location Failure Analysis
- Location Warranty
- Location Add a New Location Contract
- Location Maintenance Methodology

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