

# LOCATIONS

## **FUNCTIONAL LOCATIONS - EDIT**

A functional location represents the place at which a <u>maintenance task</u> is to be performed.

Certain details of a location can be edited.

**Ribbon Access:** Equipment / Locations > Functional Locations

	BPO: Version 2.4.0.11 - Example Company										_ <b>D</b> X	
	Equipment / Locat	ions Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
	<b>&gt;</b>											
Assets	Depreciation Func	tional tions										
E	uipment 🔒 Locat	ions 🔒										\$

The *Functional Locations* listing screen will display.

## **SELECT THE SITE**

- 2. 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.





## **EDIT A MAIN LOCATION**

#### **SELECT MAIN LOCATION**

• Select the *row* of the *main location* where you wish to **edit** the *details*.

#### **EDIT MAIN LOCATION**

• Click on *Edit*.





1. The *Edit functional location* screen will open.

Here you can *view* and *edit* the details of the selected location.

- For more information on the fields in section (a) and (b) refer to <u>Add a</u> <u>Generic Location</u>.
  - Note that the Parent Location field is blank as this is a Main Location - this field is <u>un</u>editable.
- For more information on the fields in section (c) refer to <u>Add a Cus</u>tomer Location.

#### **SAVE EDITED DETAILS**

 When you have finished editing the required details in this screen, click on *Save*.



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Home Equ	ipment / Locations Contract	Finance / HR Inventory	Maintena	nce / Projects Manufacturing	Procurement	Sales Service	Reporting Utili	ties — 🗗 🗙
Save Back	4		2					~
Links Enter text to search	<u>л</u>			r Physical Location			_	
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Technical	Component		· ·	Location Line 2				
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			Ŧ	Location Line 4				
Additional Data	Customer		Q	Customer Caracific Data			-	
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	Work Order				1			
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Failure Analysis	WO Defaul	Item						
					3			
Warranty								
Maintenance								
Methodology								

- 1. You will return to the *Functional Locations* listing screen.
- 2. A *Functional Location* message box will pop up advising the following:
  *The Location: [] has been saved.*
- 3. Click on OK.





## **EDIT A SUB-LOCATION**

You may wish to edit the details of a *sub-location*.

#### **SELECT SUB LOCATION**

- 1. Click on the *expand* arrow next to the main location that contains (and is the Parent Location of) the sub-location.
  - ° In this example, the *BPO\_TEL* main location is selected.
- 2. The tree view will expand to reveal the *sub-locations* within the selected main location.
  - In this example, the sub locations; v1.3.0.0 and v1.3.0.1 have been revealed.
- 3. Click on the sub-location you wish to edit.
  - ° In this example, **v1.3.0.1** is selected.

### **EDIT SUB LOCATION**

1. Click on *Edit*.





- 1. The *Edit functional location* screen will open.
- Note that the *Parent Location* field is now populated as this is a *sub-location* linked to a parent location. This field is <u>un</u>editable from this screen.
- For more information on the fields in section (a) and (b) refer to <u>Add a</u> <u>Generic Location</u>.
- For more information on the fields in section (c) refer to <u>Add a Cus</u>tomer Location.

#### **SAVE EDITED DETAILS**

5. When you have finished editing the required details in this screen, click on *Save*.

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Home Equipment / Locations Contract	Finance / HR Inventory	Maintenance / Projects Manufacturing Procurement Sales Service Reporting	Utilities — 🗗 🗙
Save Back		3	~
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Technical		Location Line 2 DEV	
Parent Location	BPO_TEL	Location Line 3	
Additional Data	Software	Customer Specific Data	
Documents Class	Software Internal	۲ * Shipping Address	
Category	Desktop Application	P * SLA Hours 0 ↔	
WO History Work Order	~ •		
Tasks	WO Notification		
Failure Analysis WO Defai	it Item		
		4	
Warranty			
Maintenance Methodology			

- 1. You will return to the *Functional Locations* listing screen.
- 2. A *Functional Location* message box will pop up advising the following:
  - The Location: [] has been saved.
- 3. Click on OK.





#### **Related Topics**

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

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