

# 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

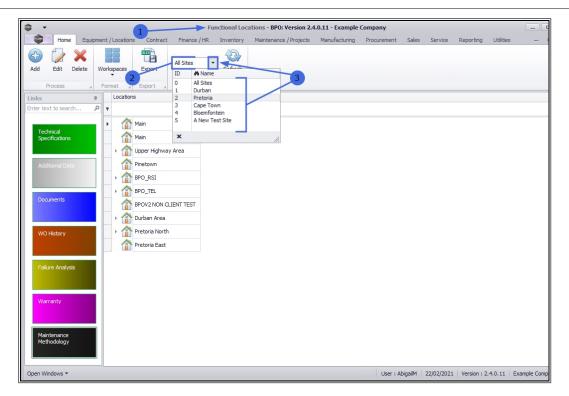
•	₹ BPO: Version 2.4.0.11 - Example Company								_ <b>D</b> X			
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The *Functional Locations* listing screen will display.

## **SELECT THE SITE**

- 2. The *Site* filter will be set according to your company configuration.
- 3. 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**

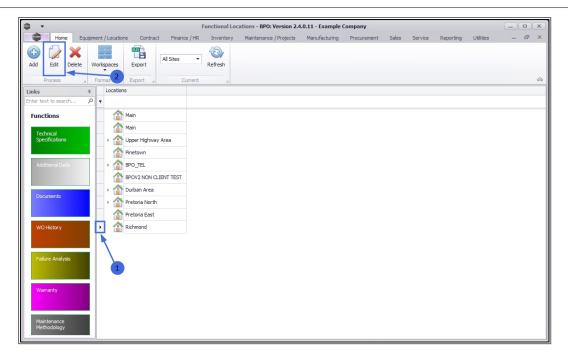
#### **SELECT MAIN LOCATION**

• 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.

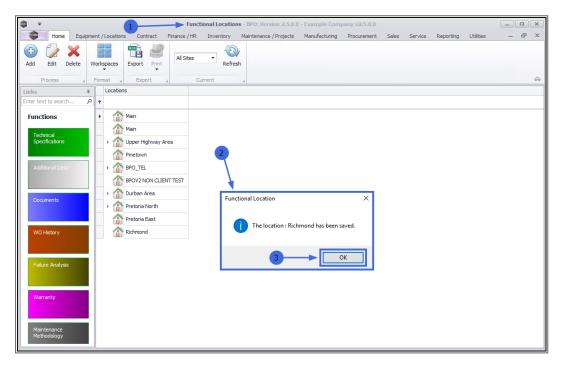
### **SAVE EDITED DETAILS**

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



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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**

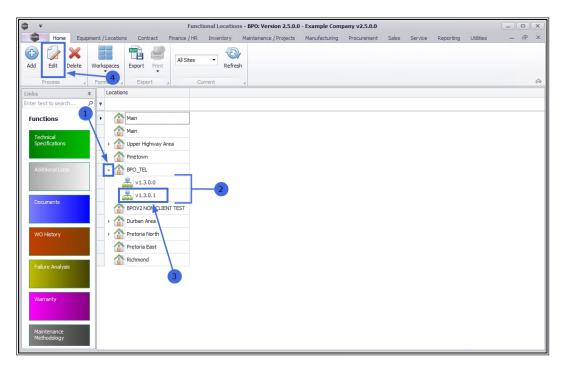
You may wish to edit the details of a *sub-location*.

#### **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.

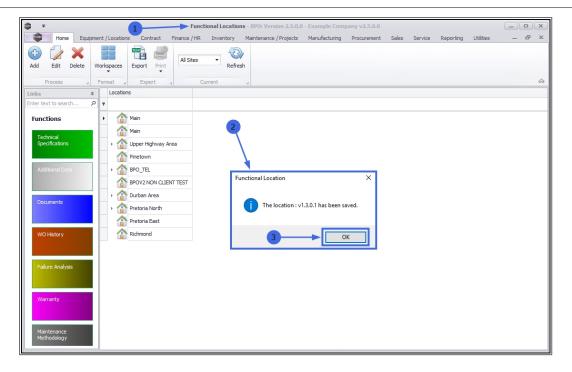
#### **SAVE EDITED DETAILS**

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

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Warranty								
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- 1. You will return to the *Functional Locations* listing screen.
- 2. A *Functional Location* message box will pop up advising the following:
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- 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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