

# LOCATIONS

## FUNCTIONAL LOCATIONS – EDIT

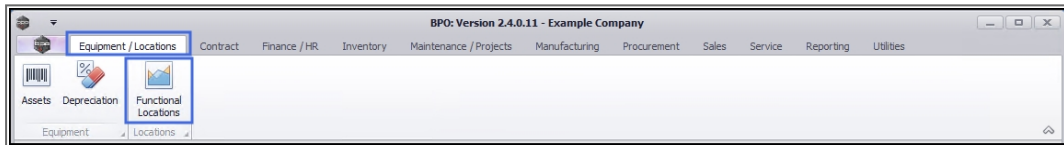
A functional location represents the place at which a [maintenance task](#) is to be performed.

Certain details of a location can be edited.

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

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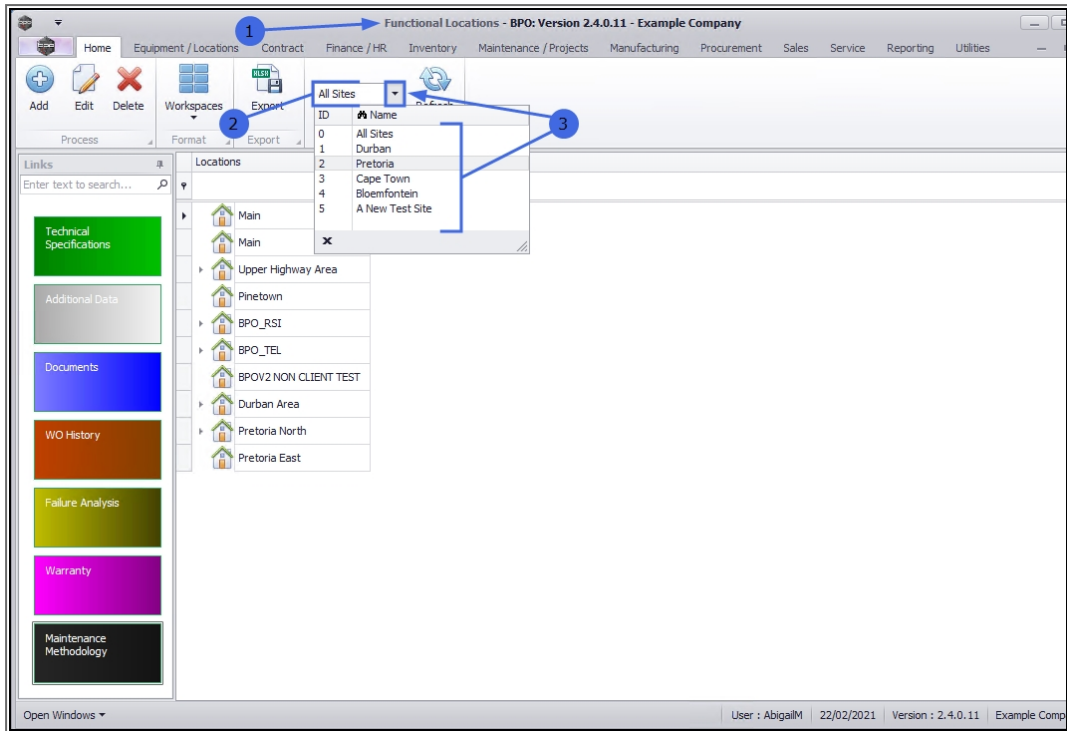


The **Functional Locations** listing screen will display.

## SELECT THE SITE

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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.](#)



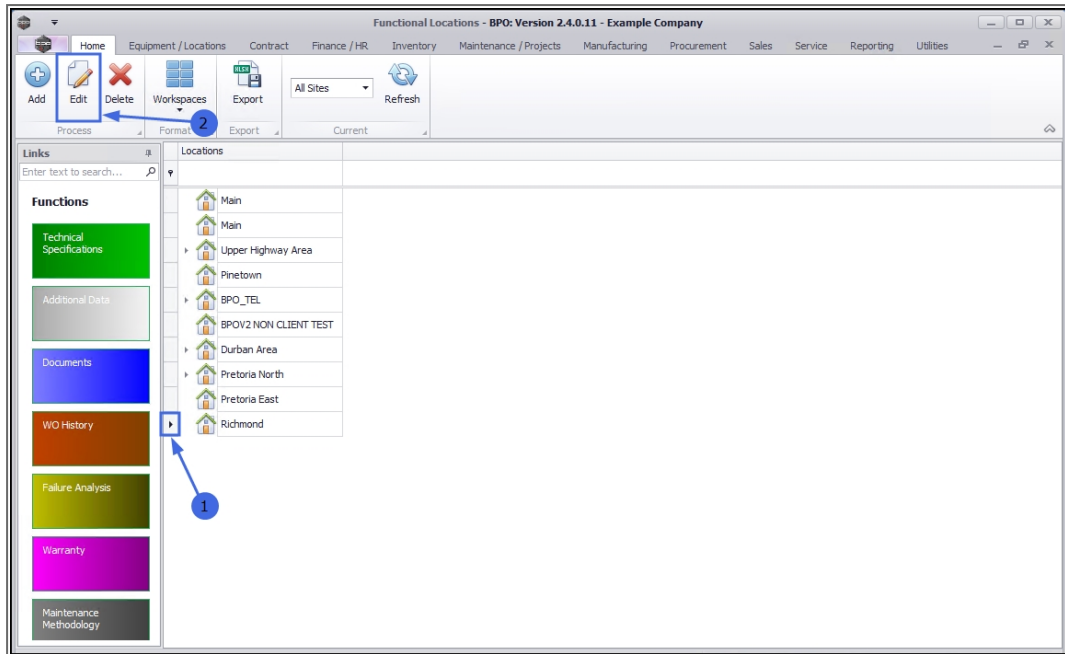
## EDIT A MAIN LOCATION

### SELECT MAIN LOCATION

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

### EDIT MAIN LOCATION

- Click on **Edit**.



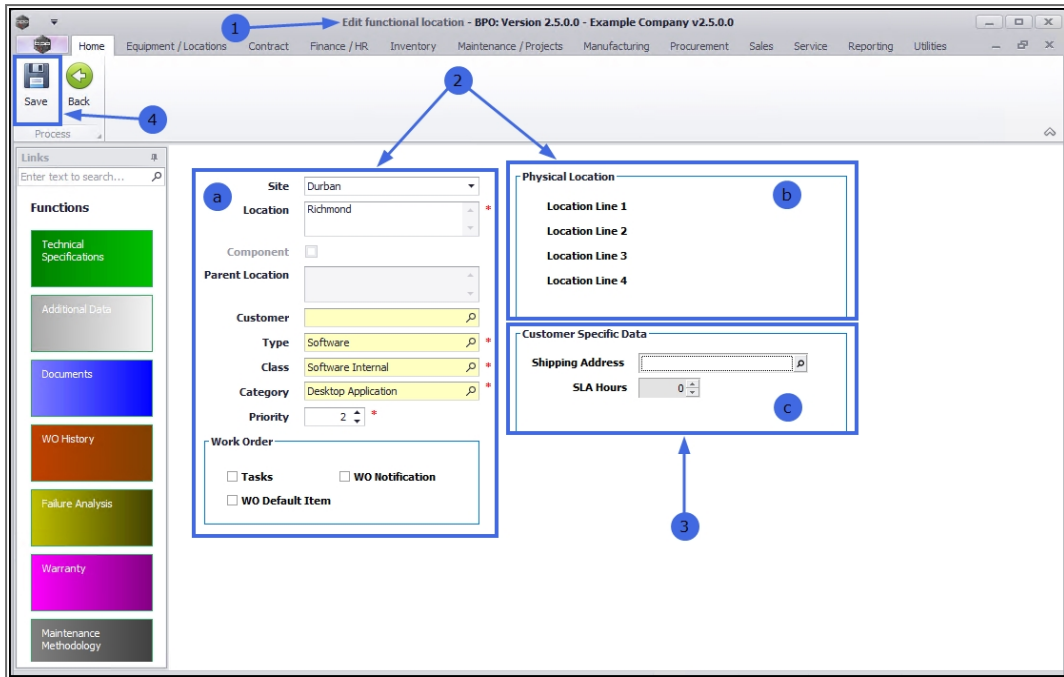
1. The **Edit functional location** screen will open.

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

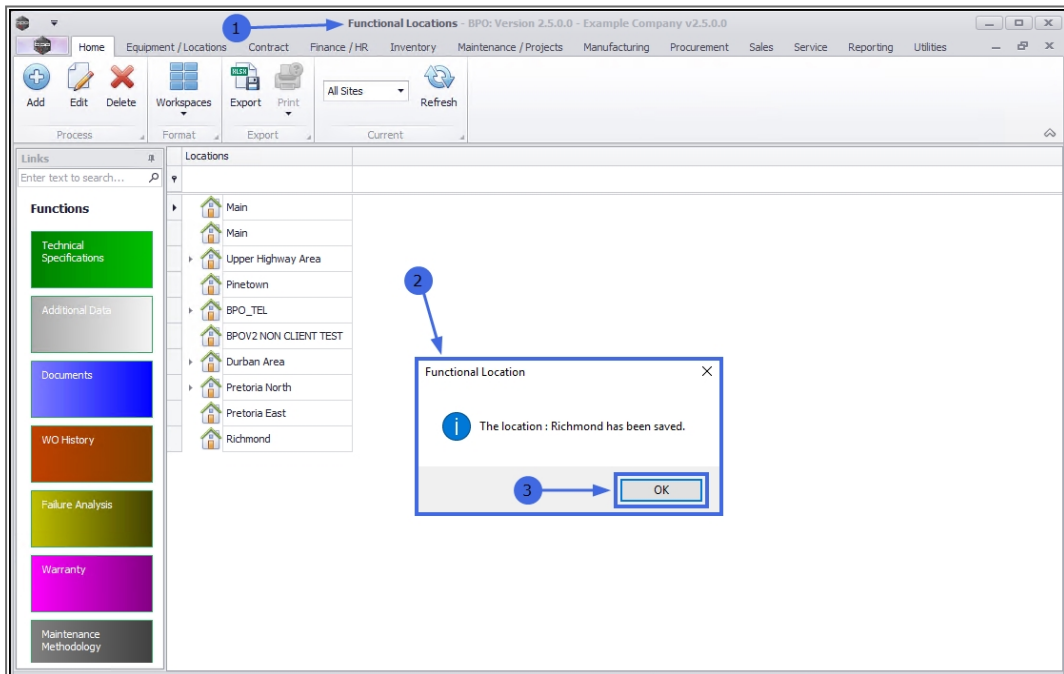
2. For more information on the fields in section (a) and (b) refer to [Add a Generic Location](#).
  - Note that the **Parent Location** field is blank as this is a **Main Location** - this field is uneditable.
3. For more information on the fields in section (c) refer to [Add a Customer Location](#).

## SAVE EDITED DETAILS

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



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

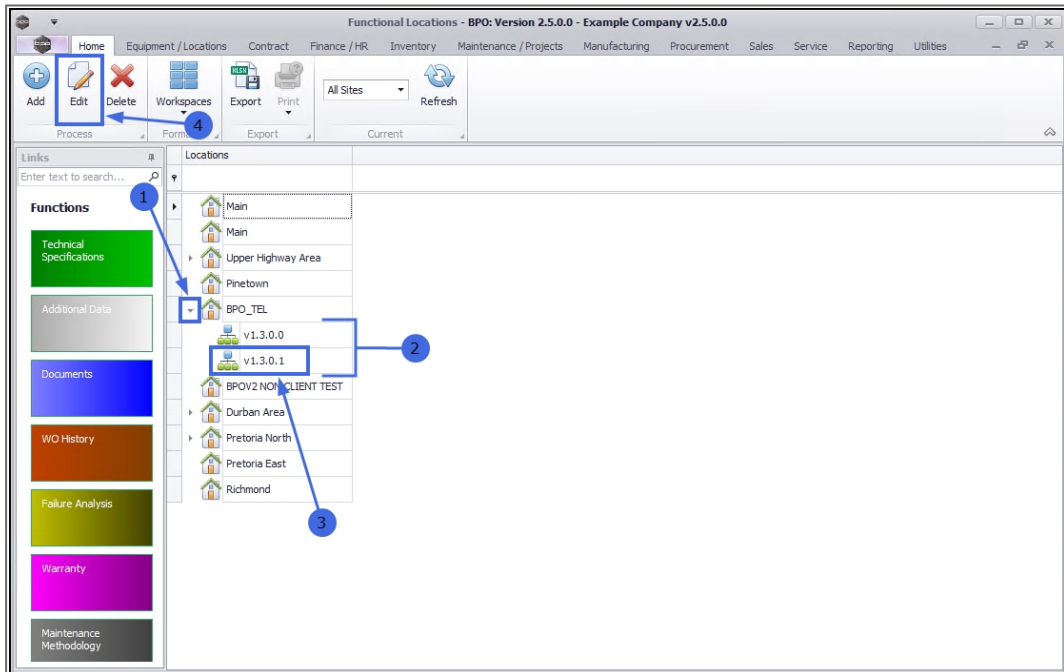
You may wish to edit the details of a *sub-location*.

### 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

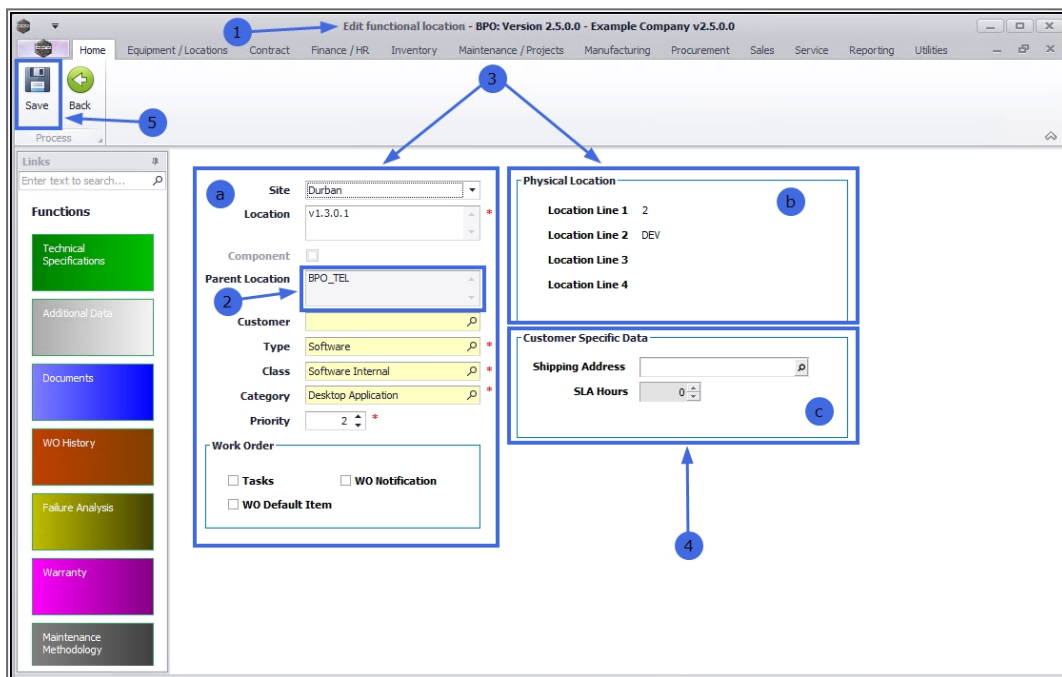
1. Click on **Edit**.



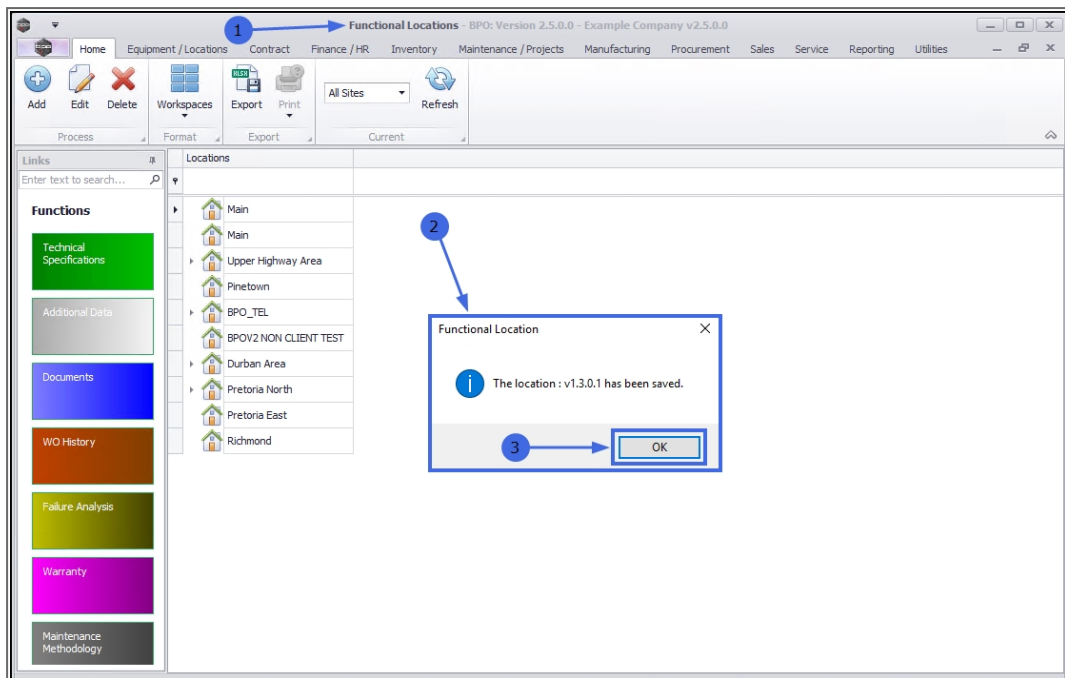
1. The **Edit functional location** screen will open.
2. Note that the **Parent Location** field is now populated as this is a **sub-location** linked to a parent location. This field is uneditable from this screen.
3. For more information on the fields in section (a) and (b) refer to [Add a Generic Location](#).
4. For more information on the fields in section (c) refer to [Add a Customer Location](#).

## SAVE EDITED DETAILS

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



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](#)

MNU.001.009

