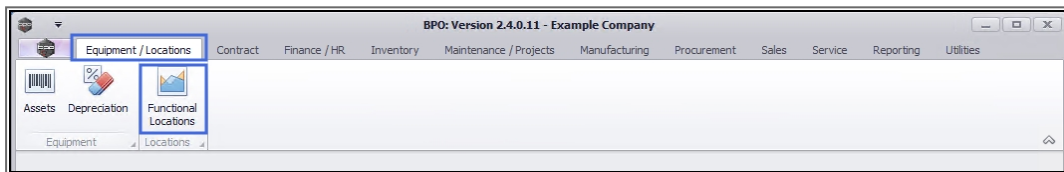We are currently updating our site; thank you for your patience.

LOCATIONS

FUNCTIONAL LOCATIONS – ADDITIONAL DATA
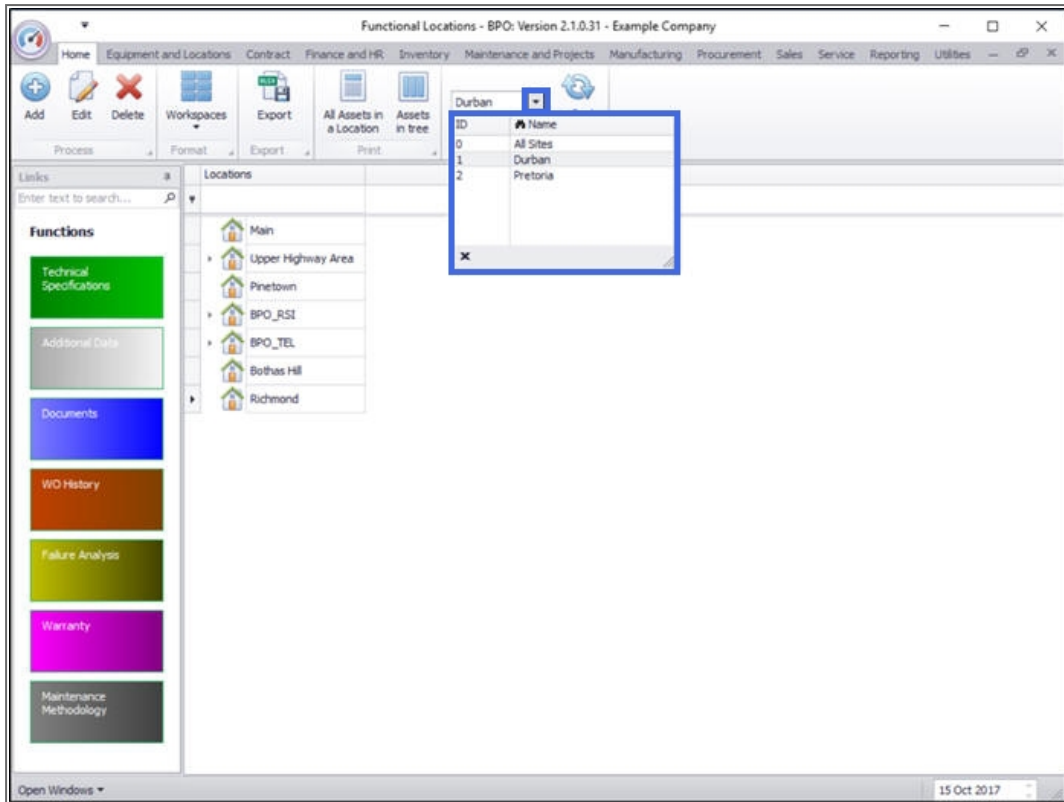
Ribbon Access: Equipment / Locations > Functional Locations

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.
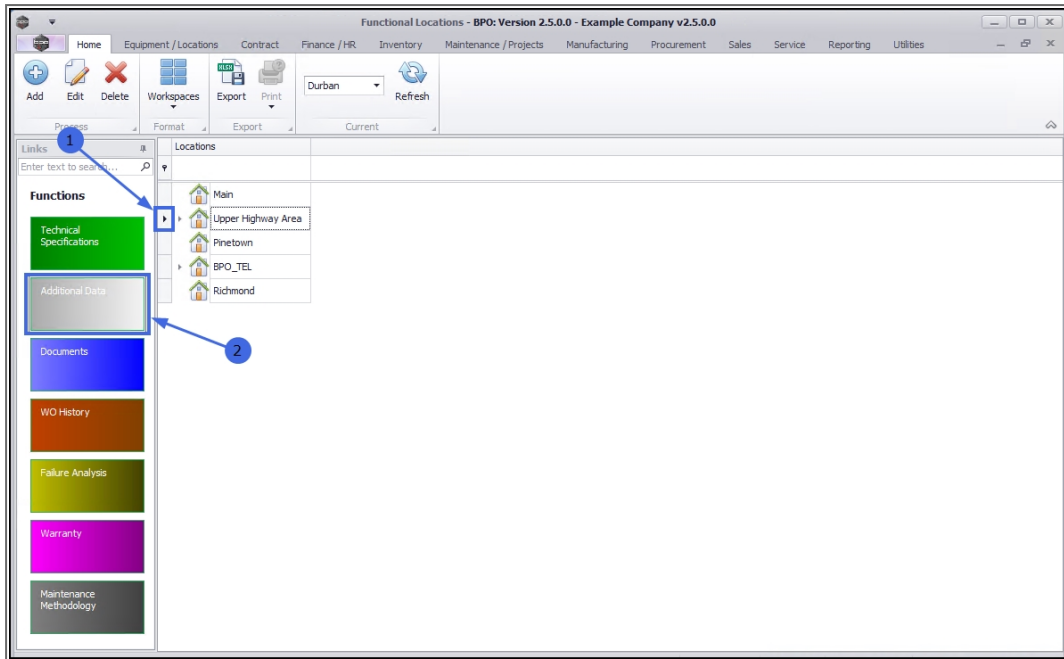 - For a detailed handling of this topic refer to Site Selection.

SELECT LOCATION

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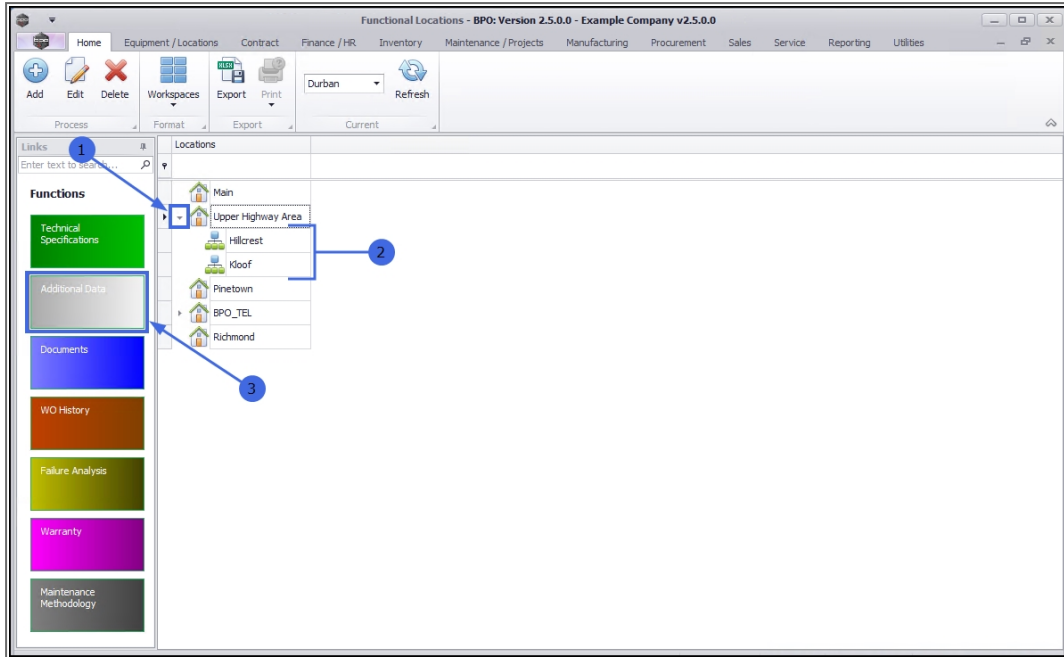
MAIN LOCATION DATA

1. 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.
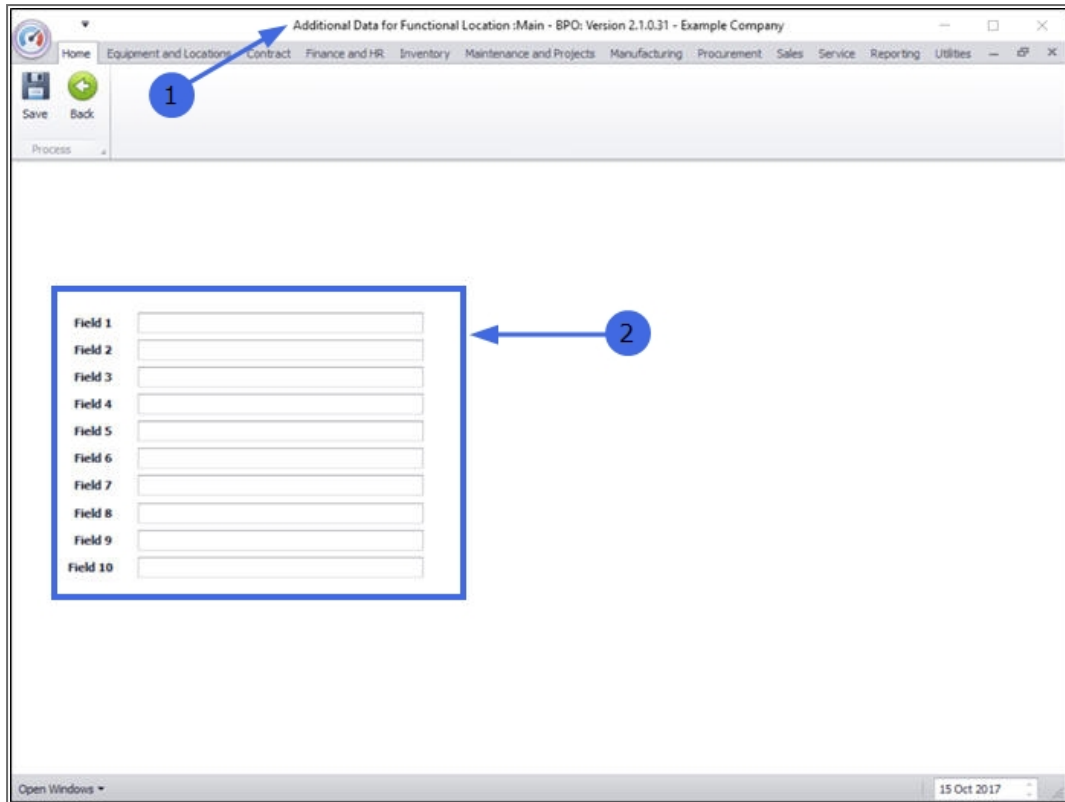
SUB–LOCATION DATA

1. 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.
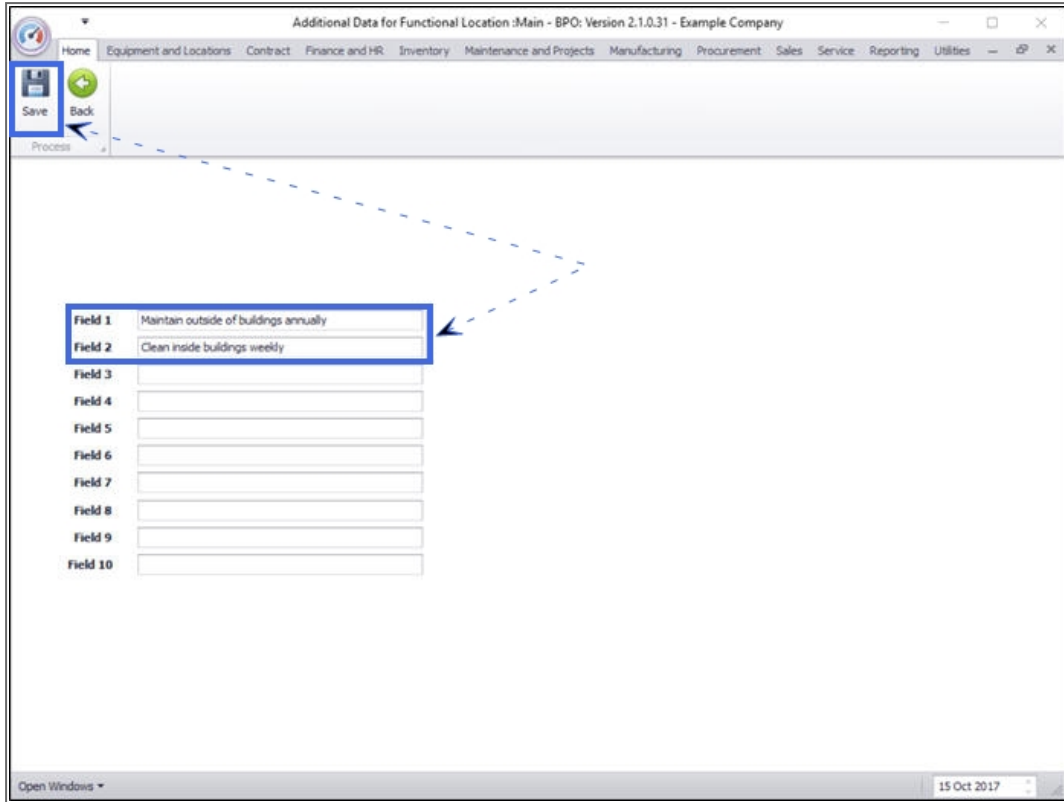2. Type additional details in the fields as required.

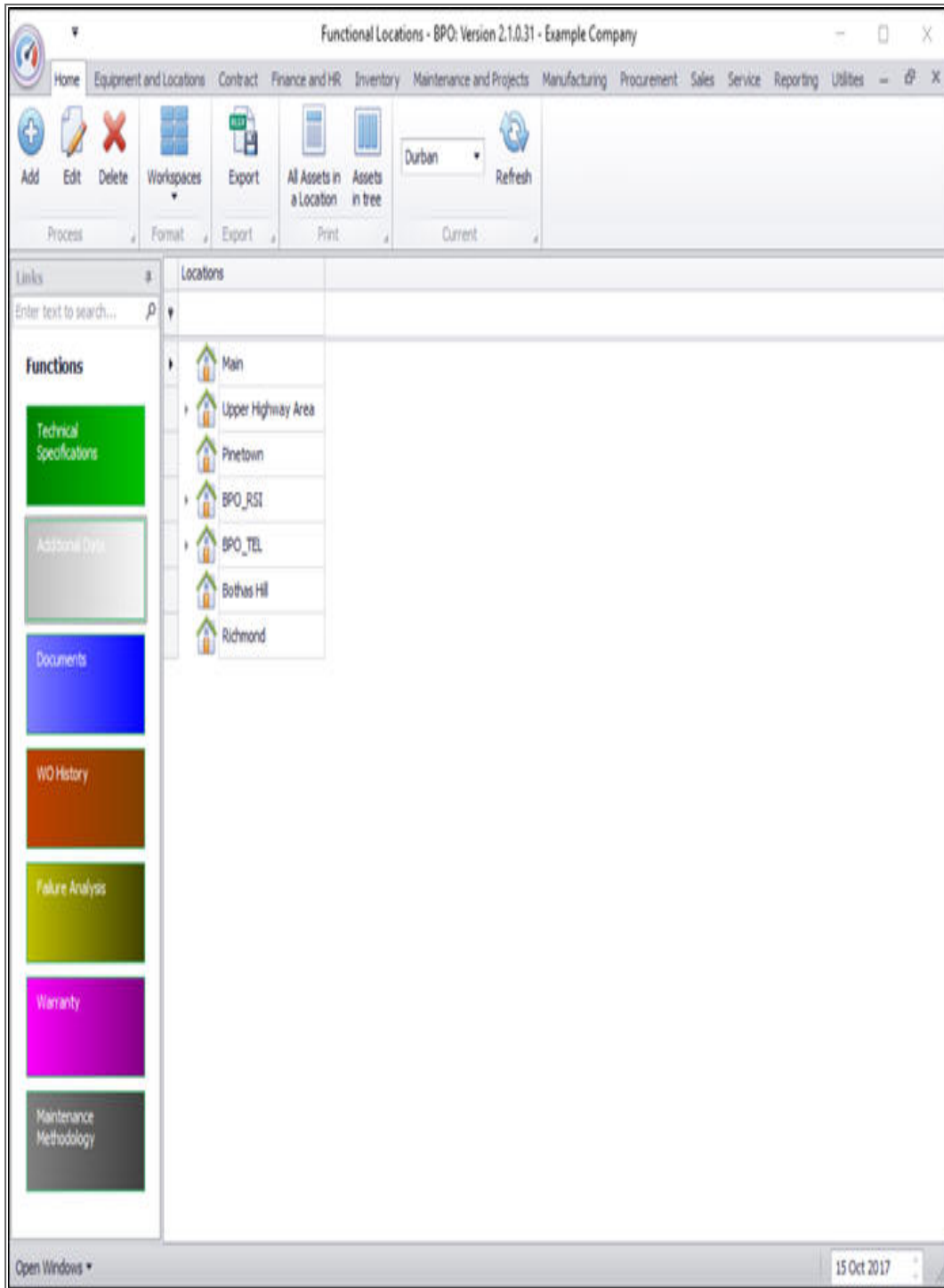Note: These additional data labels (e.g. Field 1, Field 2 etc.) can be re-named as per your company requirements.

SAVE DATA

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

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

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](#)

MNU.001.003