

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

## LOCATIONS

# FUNCTIONAL LOCATIONS - ADDITIONAL DATA

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

	BPO: Version 2.4.0.11 - Example Company 📃 🗖											
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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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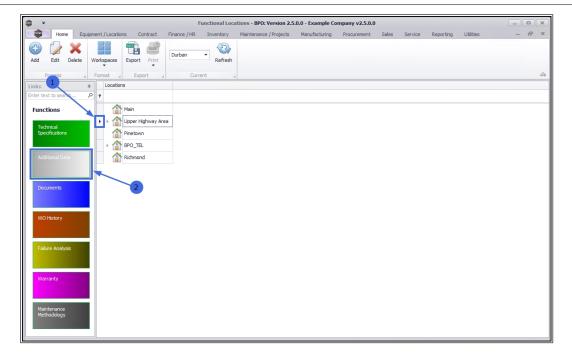
### **SELECT LOCATION**

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.

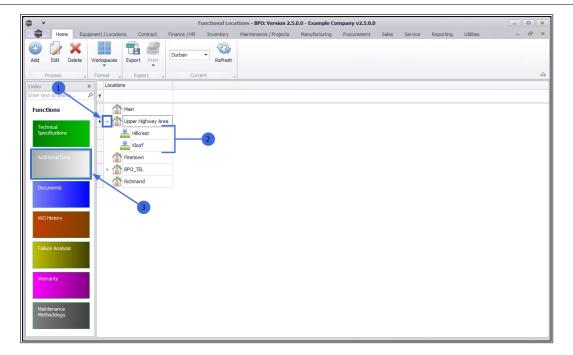




#### **SUB-LOCATION DATA**

- 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.



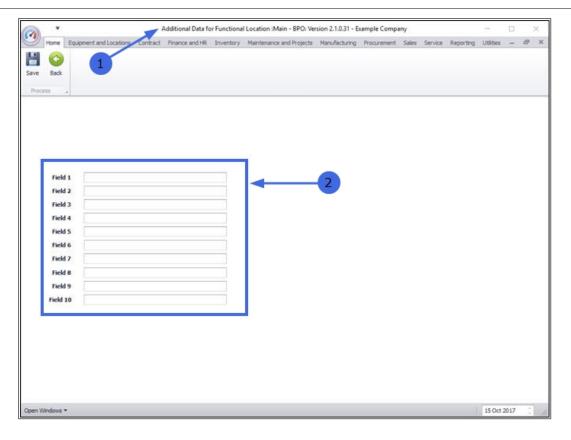


#### **EDIT DATA FIELDS**

- 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**.

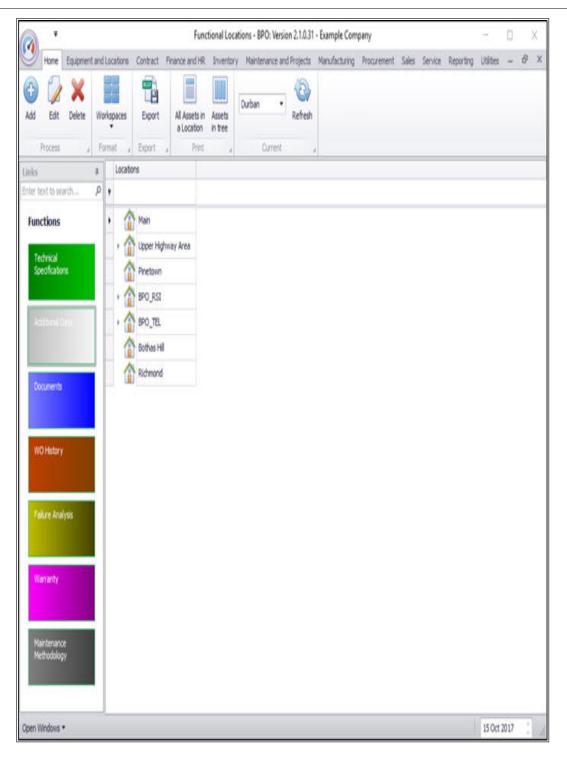


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• The additional data will be saved and you will return to the **Func**tional Locations screen.



#### 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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