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

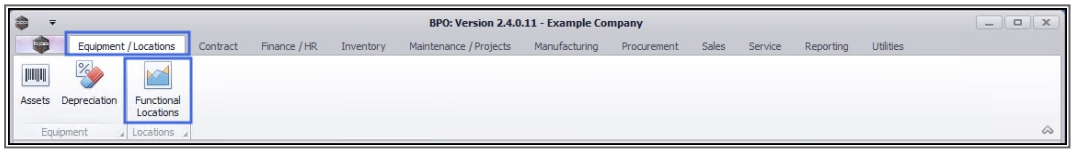
LOCATIONS

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.

Ribbon Access: Equipment / Locations > Functional Locations



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.

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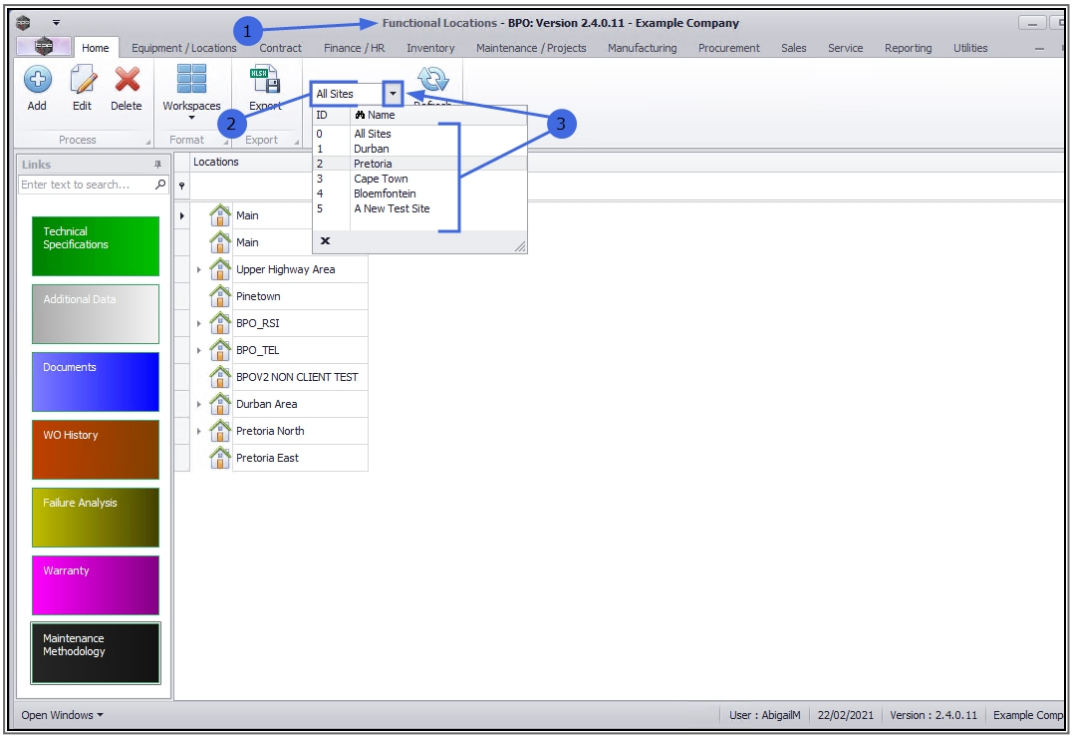

EDIT A MAIN LOCATION

SELECT MAIN LOCATION

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

EDIT MAIN LOCATION

- Click on **Edit**.

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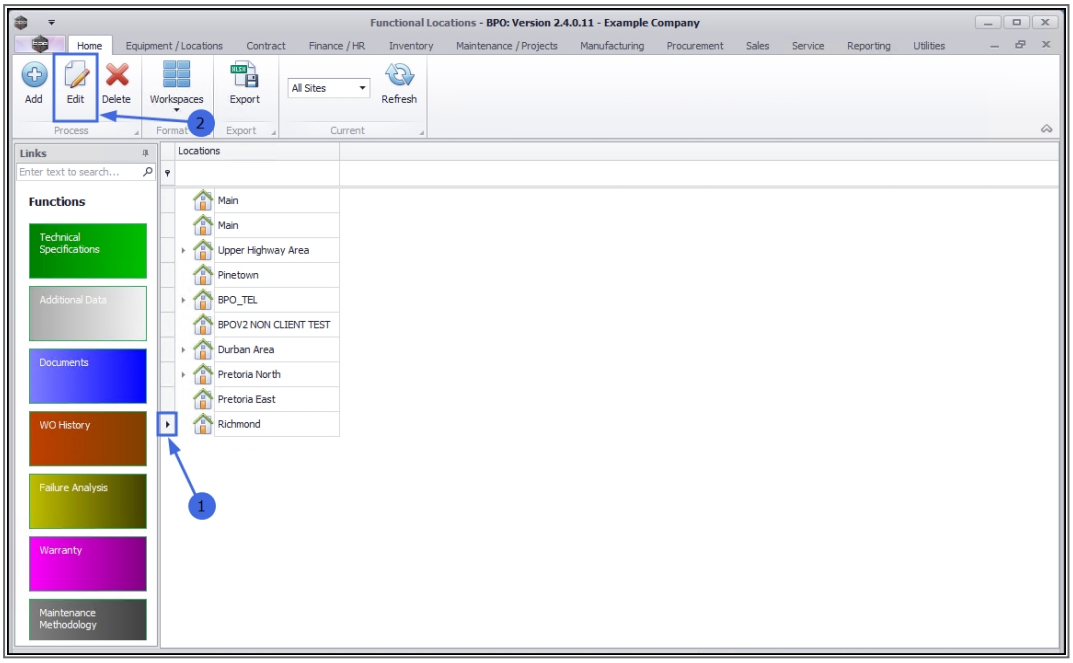

1. The **Edit functional location** screen will open.

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**.

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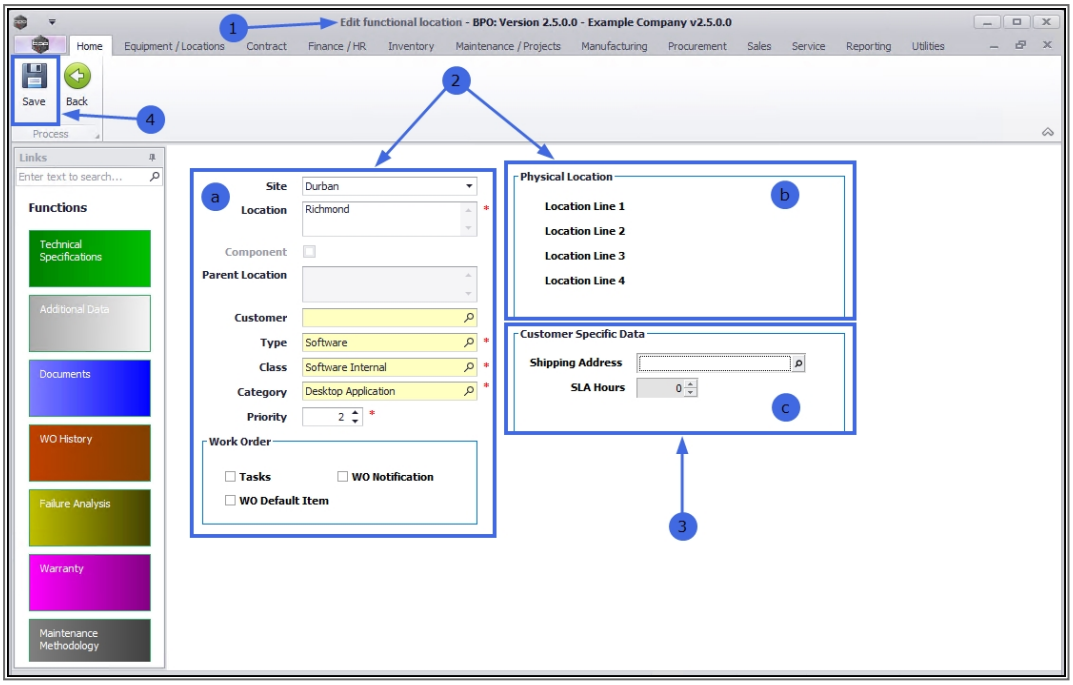
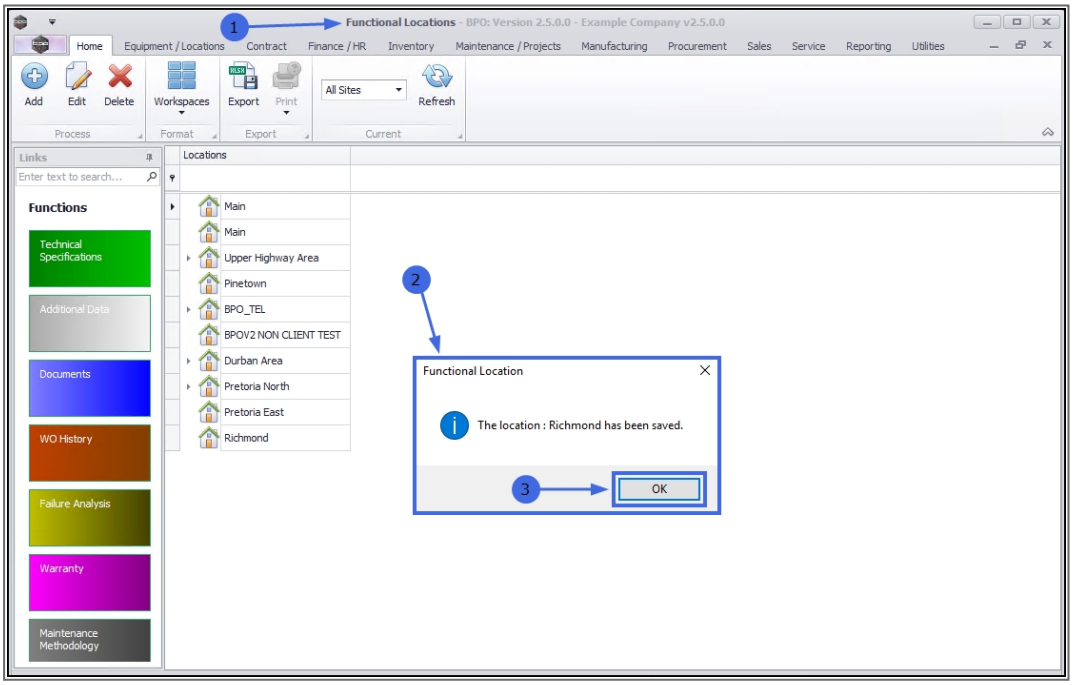


1. You will return to the **Functional Locations** listing screen.
2. A **Functional Location** message box will pop up advising the following:
    - The Location: [] has been saved.
3. Click on **OK**.



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EDIT A SUB-LOCATION

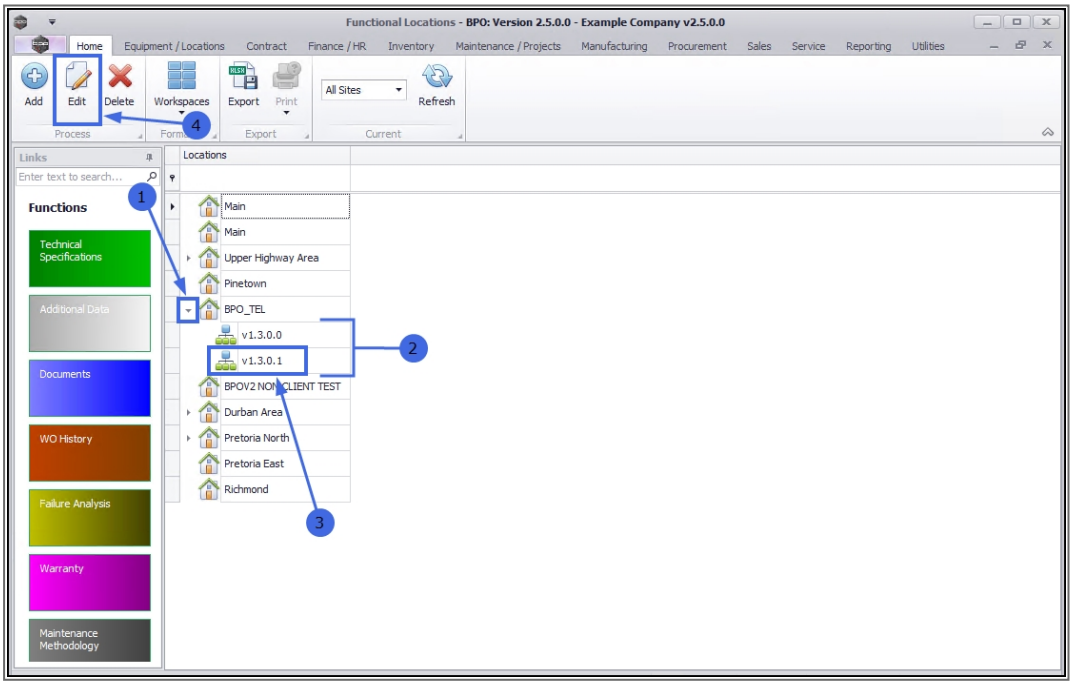
You may wish to edit the details of a **sub-location**.

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**.



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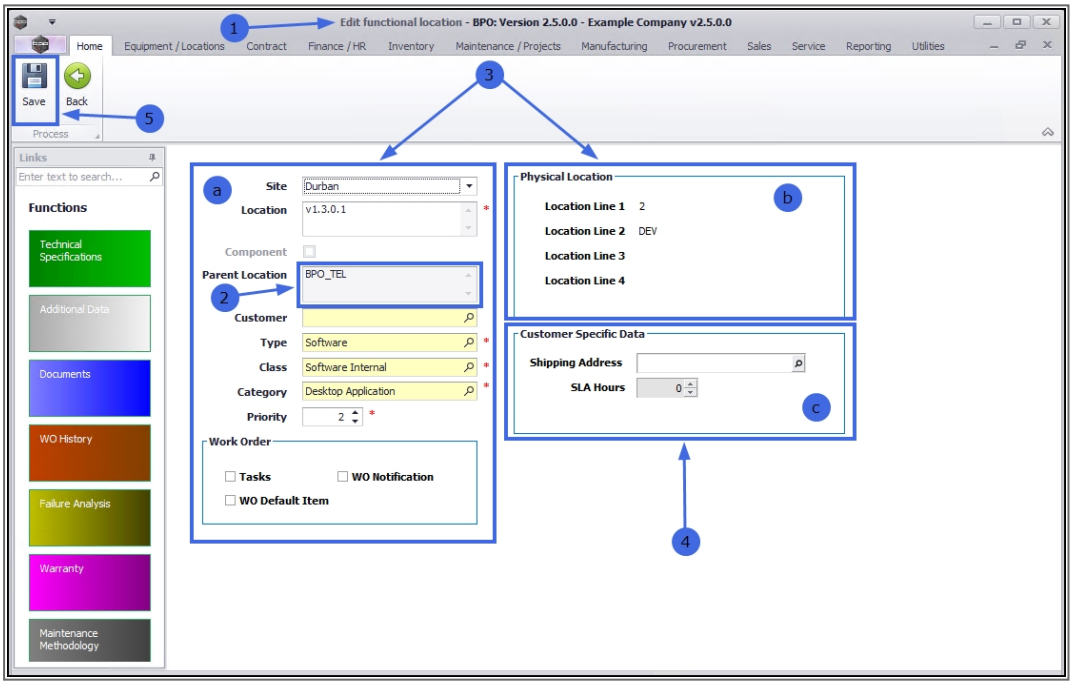
1. The **Edit functional location** screen will open.
2. Note that the **Parent Location** field is now populated as this is a **sub-location** linked to a parent location. This field is uneditable from this screen.
3. For more information on the fields in section (**a**) and (**b**) refer to Add a Generic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

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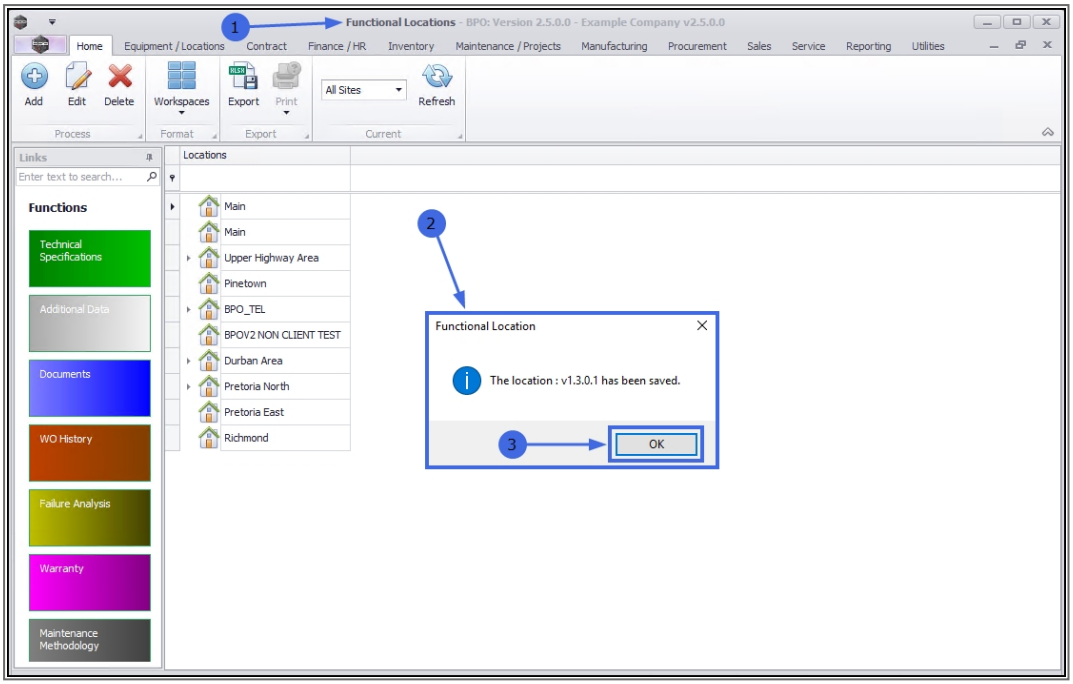

Related Topics

- 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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