

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

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

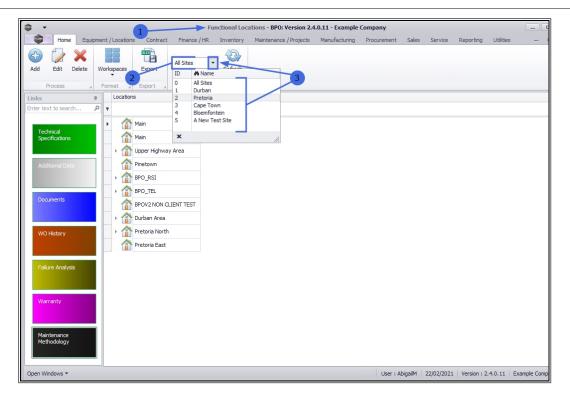


The **Functional Locations** listing screen will display.

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

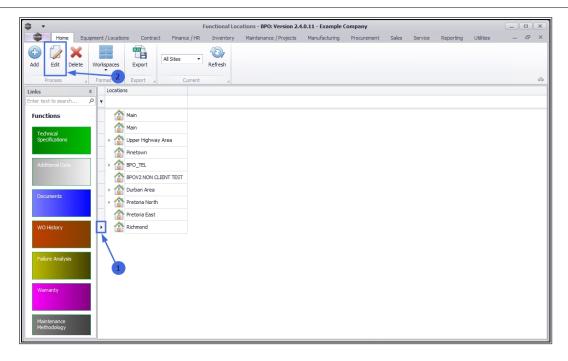
SELECT MAIN LOCATION

• 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.

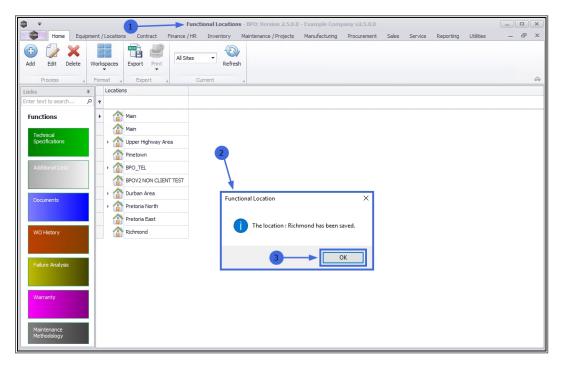
SAVE EDITED DETAILS

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



Edit functional location - BPO: Version 2.5.0.0 - Example Company v2.5.0.0										
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- 1. You will return to the **Functional Locations** listing screen.
- A Functional Location message box will pop up advising the following:
 The Location: [] has been saved.
- 3. Click on OK.





EDIT A SUB-LOCATION

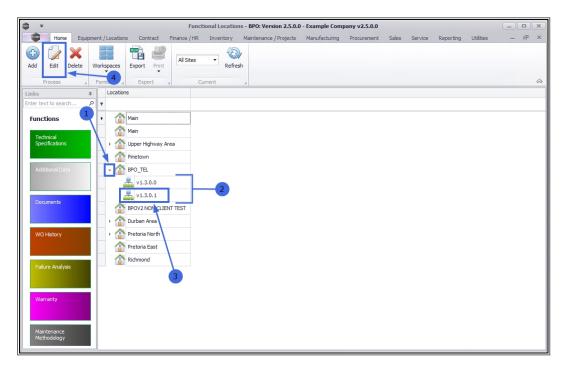
You may wish to edit the details of a **sub-location**.

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 sublocation 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.

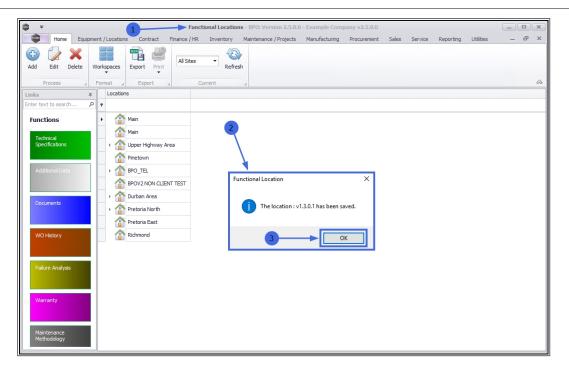
SAVE EDITED DETAILS

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

Edit functional location - BPO: Version 2.5.0.0 - Example Company v2.5.0.0									
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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.





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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