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

LOCATIONS
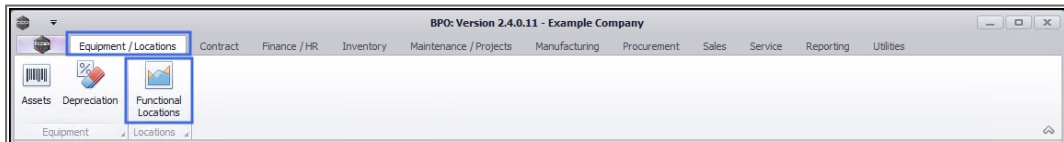
FUNCTIONAL LOCATIONS – DELETE A FUNCTIONAL LOCATION

A functional location represents the place at which a **maintenance task** is to be performed.

Locations can be deleted under the following conditions:

Locations may be prevented from being deleted for the following reason:

- There may be sub-locations linked to the main location being deleted. These sub-locations will need to be deleted first, before the main location can be deleted.
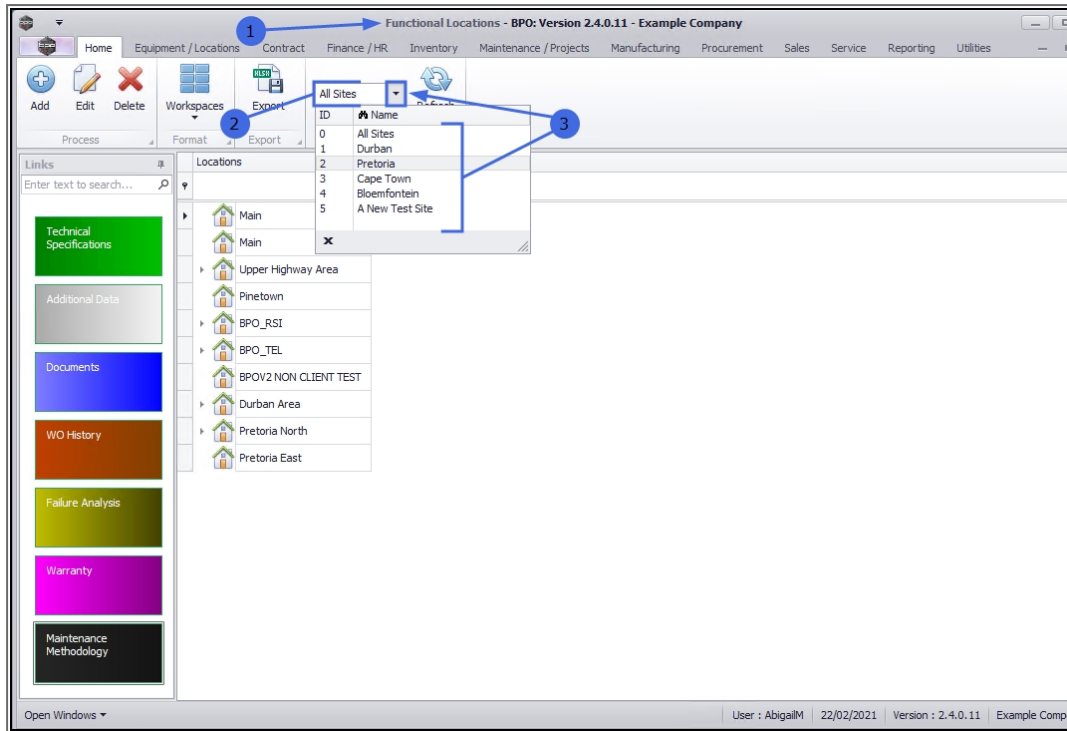

Ribbon Access: Equipment / Locations > Functional Locations

The **Functional Locations** listing screen will be displayed.

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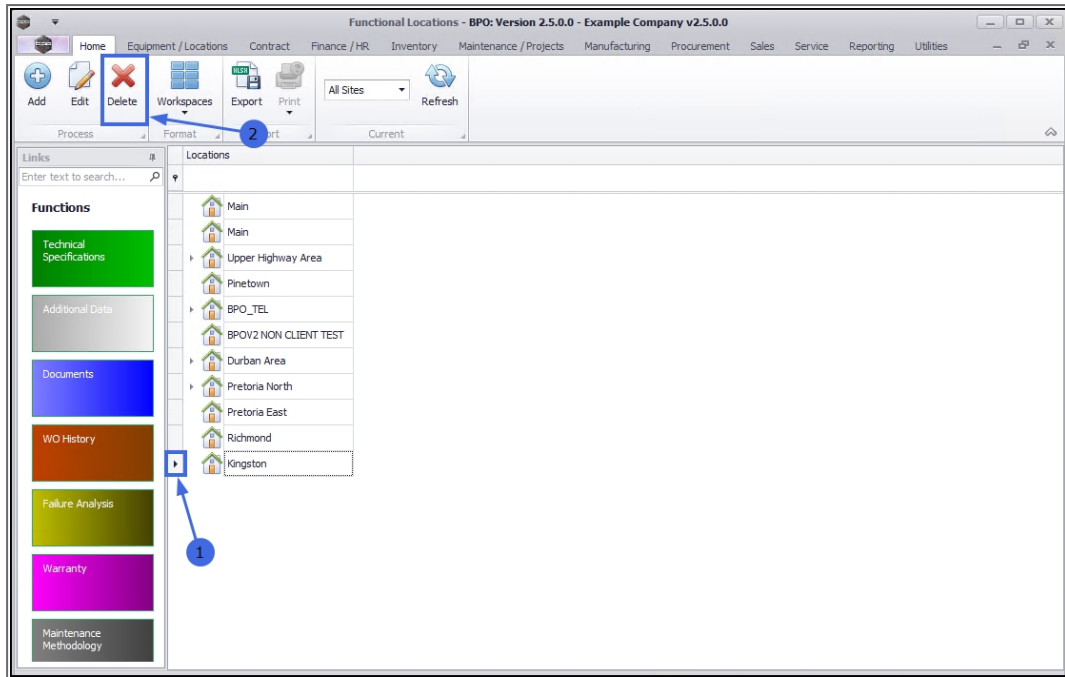   - For a detailed handling of this topic refer to Site Selection.

DELETE MAIN LOCATION

SELECT LOCATION

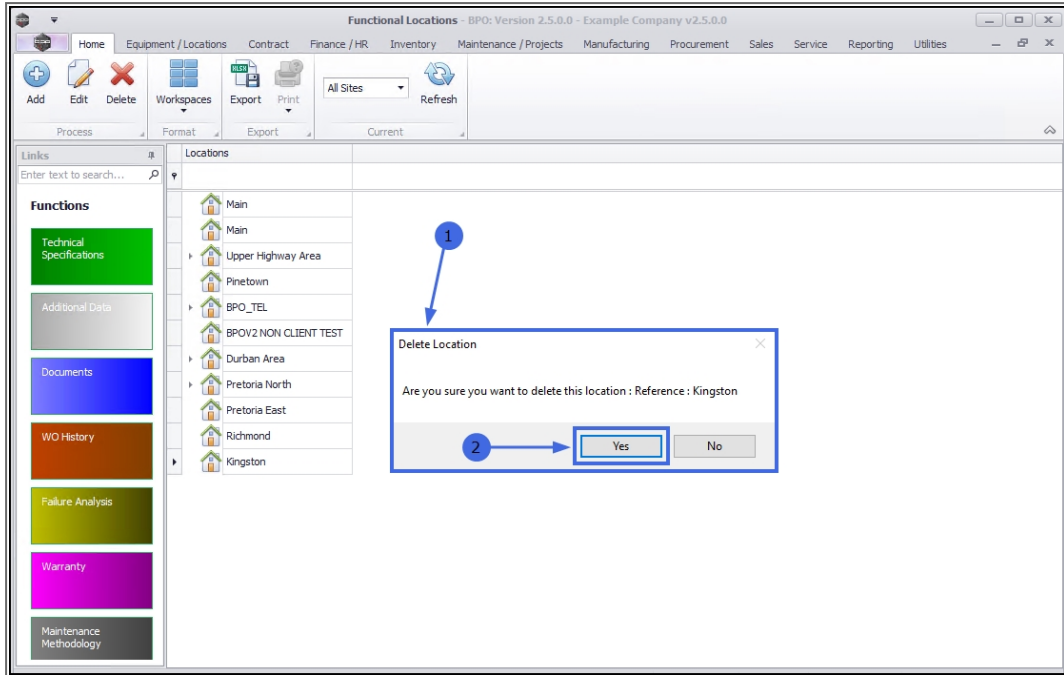1. Select the **row** of the **main location**, that you wish to **delete**.

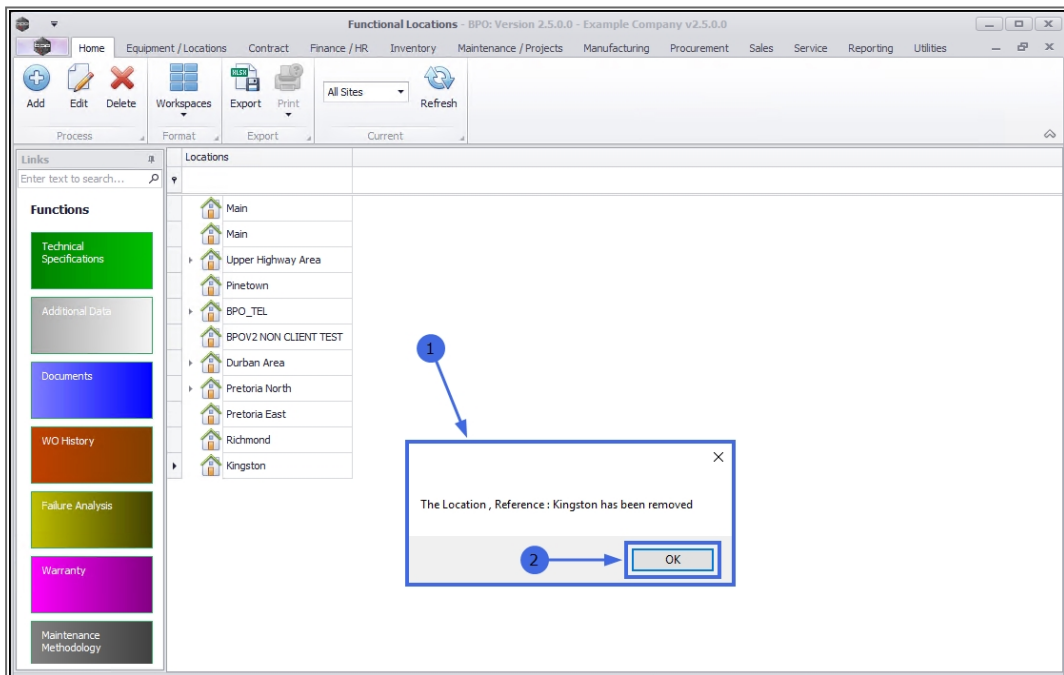## DELETE MAIN LOCATION
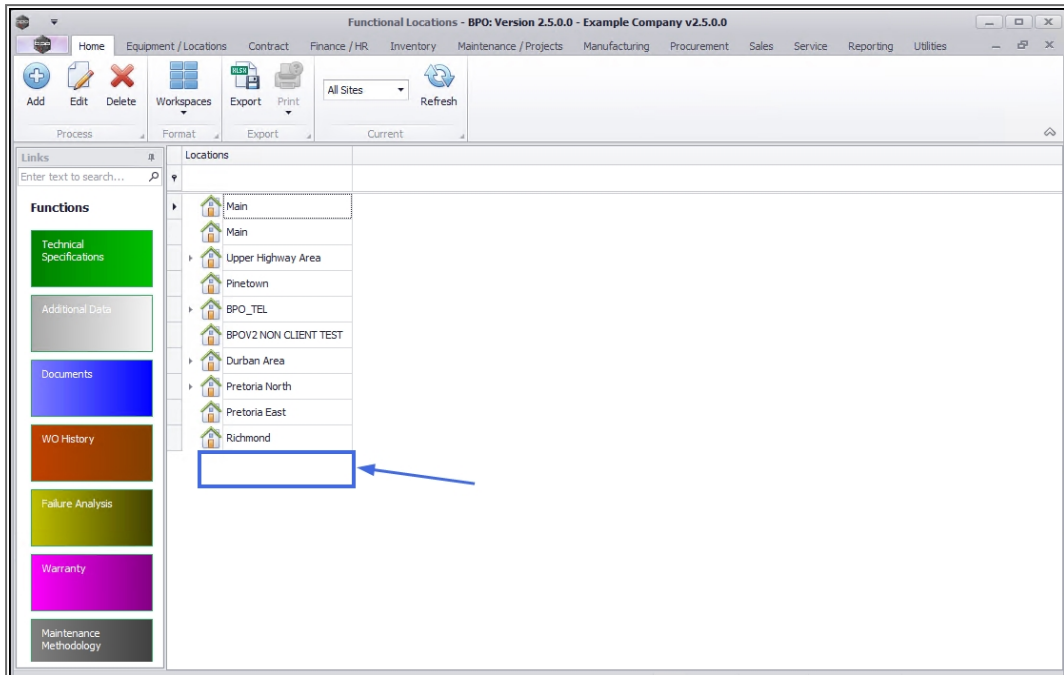
2. Click on **Delete**.

CONFIRM DELETION

1. A **Delete Location** message box will pop up with the following prompt:
    ◦ Are you sure you want to delete this location: Reference: []?
2. Click on **Yes**.

1. A <u>second</u> message box will pop up advising the following:
   ◦ The Location, Reference: [] has been removed.
2. Click on **OK**.

- The deleted main location will be **removed** from the tree view.
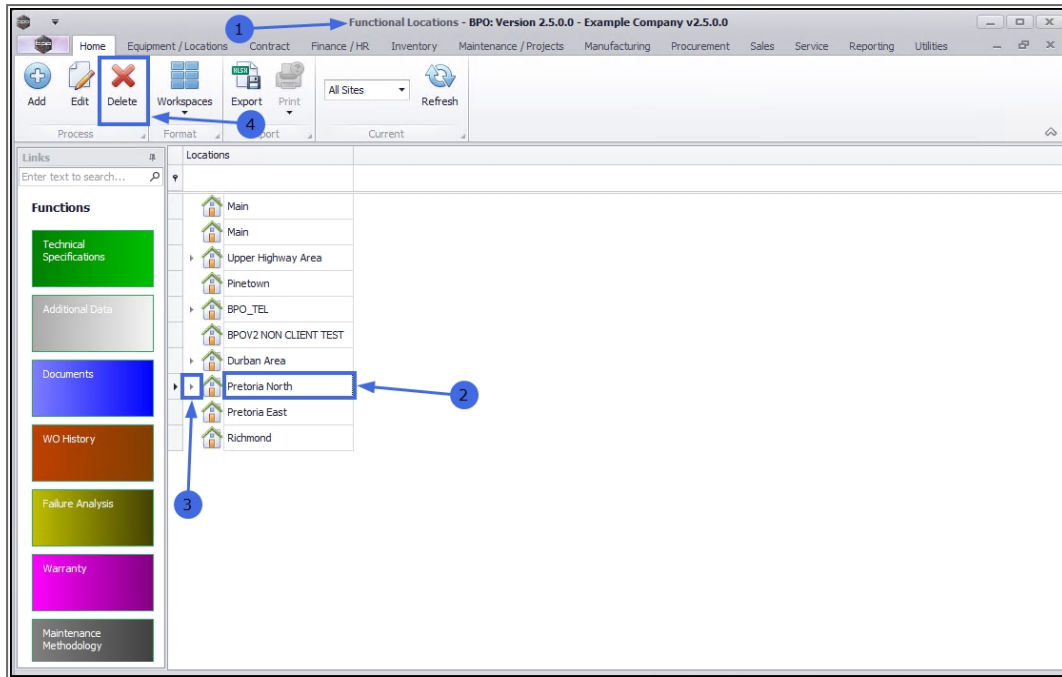

MAIN LOCATION DELETION PREVENTIONS

A main location cannot be deleted if it is currently a parent location and contains one or more sub-locations - these must be deleted first.

SELECT PARENT LOCATION

1. In the **Functional Locations** screen,
2. Select a main location that is the **parent location** of one or more sub-locations.
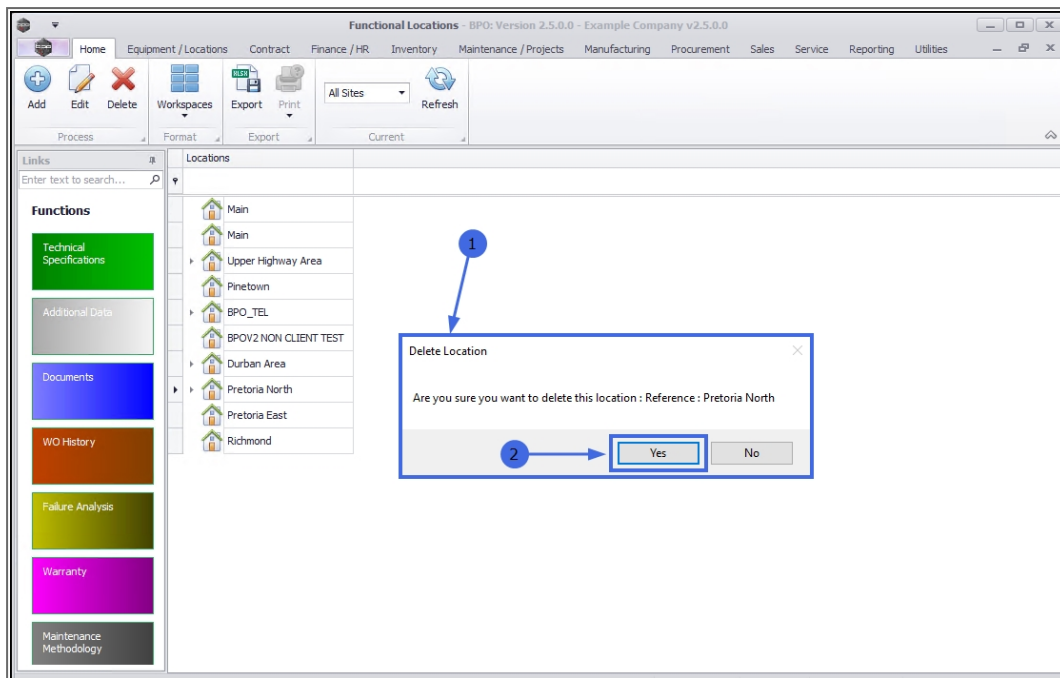3. This is indicated by the **expand icon** next to the main location name.

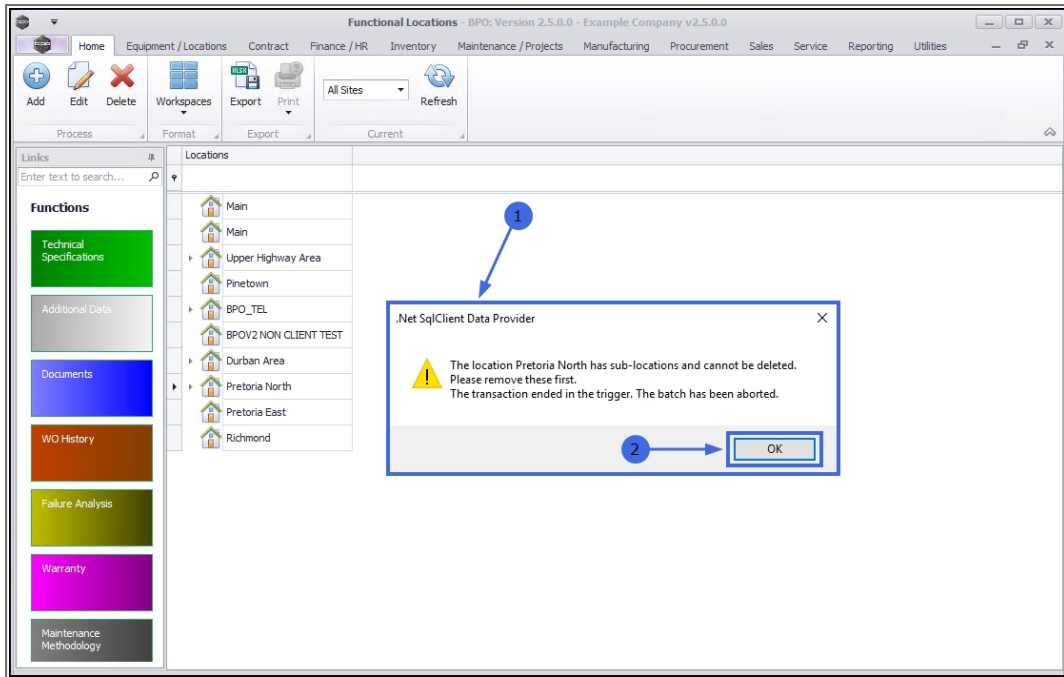## DELETE PARENT LOCATION

4. Click on **Delete**.

CONFIRM PARENT LOCATION DELETION

1. A **Delete Location** message box will pop with the following prompt:
   - Are you sure you want to delete this location: Reference: []?
2. Click on **Yes**.

DELETE ERROR MESSAGE

1. An **error message** will pop up with the following prompt:
   - The location [] has sub-locations and cannot be deleted. Please remove these first. The transaction ended in the trigger. The Batch has been aborted.
2. Click on **OK.**

- The message will disappear, and the parent location will remain linked in the tree view.
- You will need to expand the main parent location and remove each sub-location, before being able to delete this main location.

Related Topics

- [Introduction to Functional Locations](#)
- [Add a New Functional Location](#)
- [Edit 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.001.010