



Location Overview

Overview

The Warehouse Management module Location process provides the ability to view the locations assigned to a warehouse. This provides users the capability to add, update, and delete locations inside the desired warehouse.

Locations can be used to identify the position of assets by: name, GPS coordinates, Passive Radio Frequency Identification/ Radio Frequency Identification (pRFID/RFID), Tag Number, and XYZ coordinates for pRFID management. Items such as forklifts can also be defined as Locations to support asset tracking during transport. Containers can be assigned a Location, so when the Location of a container is changed, all assets within the Container change their Locations as well.

The option to print a Location label is available within the Location process.

Navigation

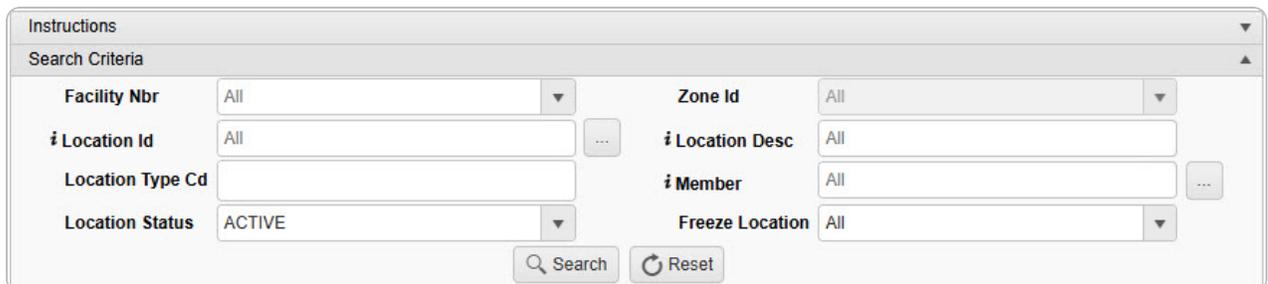
WAREHOUSE MGMT > Location > Location page

Procedures

Search for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one of the following optional fields.



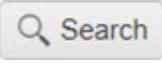
The screenshot shows a search criteria panel with the following fields:

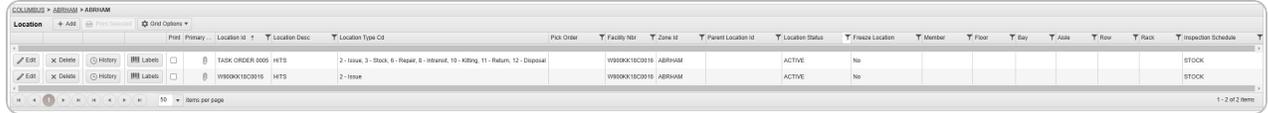
Instructions	
Search Criteria	
Facility Nbr	All
Zone Id	All
Location Id	All
Location Desc	All
Location Type Cd	
Member	All
Location Status	ACTIVE
Freeze Location	All

Buttons: Search, Reset



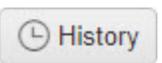


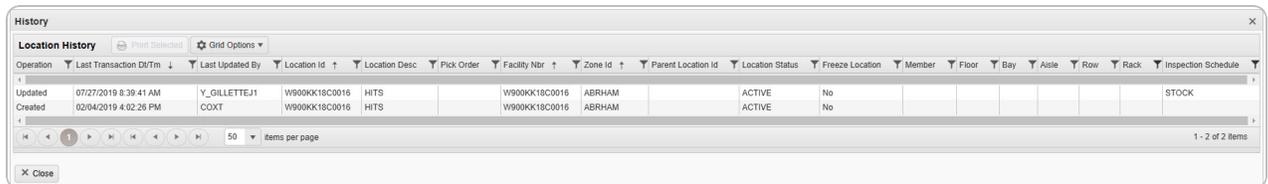
2. Select . The results appear in the Location Search Results grid.



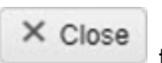
Location	Location Desc	Location Type CD	Pick Order	Facility Nbr	Zone Id	Parent Location Id	Location Status	Freeze Location	Member	Floor	Bay	Aisle	Row	Rack	Inspection Schedule
TASK ORDER 000	HITS		2-Issue, 3-Stock, 6-Paper, 8-Release, 10-Killing, 11-Return, 12-Dispose			W900K18C0016	ABRHAM	ACTIVE	No						STOCK
W900K18C0016	HITS		2-Issue			W900K18C0016	ABRHAM	ACTIVE	No						STOCK

Display the Location History

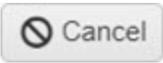
1. Select . The **Location History** pop-up window appears.



Operation	Last Transaction DU/Tm	Last Updated By	Location Id	Location Desc	Pick Order	Facility Nbr	Zone Id	Parent Location Id	Location Status	Freeze Location	Member	Floor	Bay	Aisle	Row	Rack	Inspection Schedule
Updated	07/27/2019 8:39:41 AM	Y_GILLETTEJ1	W900K18C0016	HITS		W900K18C0016	ABRHAM	ABRHAM	ACTIVE	No							STOCK
Created	02/04/2019 4:02:26 PM	COXT	W900K18C0016	HITS		W900K18C0016	ABRHAM	ABRHAM	ACTIVE	No							STOCK

2. Select  to return to the previous page.

Print Labels

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Print Label Request** pop-up window appears.



Print Label Request

Print Labels

Printer Language:

Label Size:

Include RFID:

Label Type:

Qty:

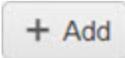
2. Select . The labels print at the specified printer.





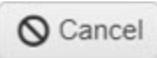
Add a Location

Navigation

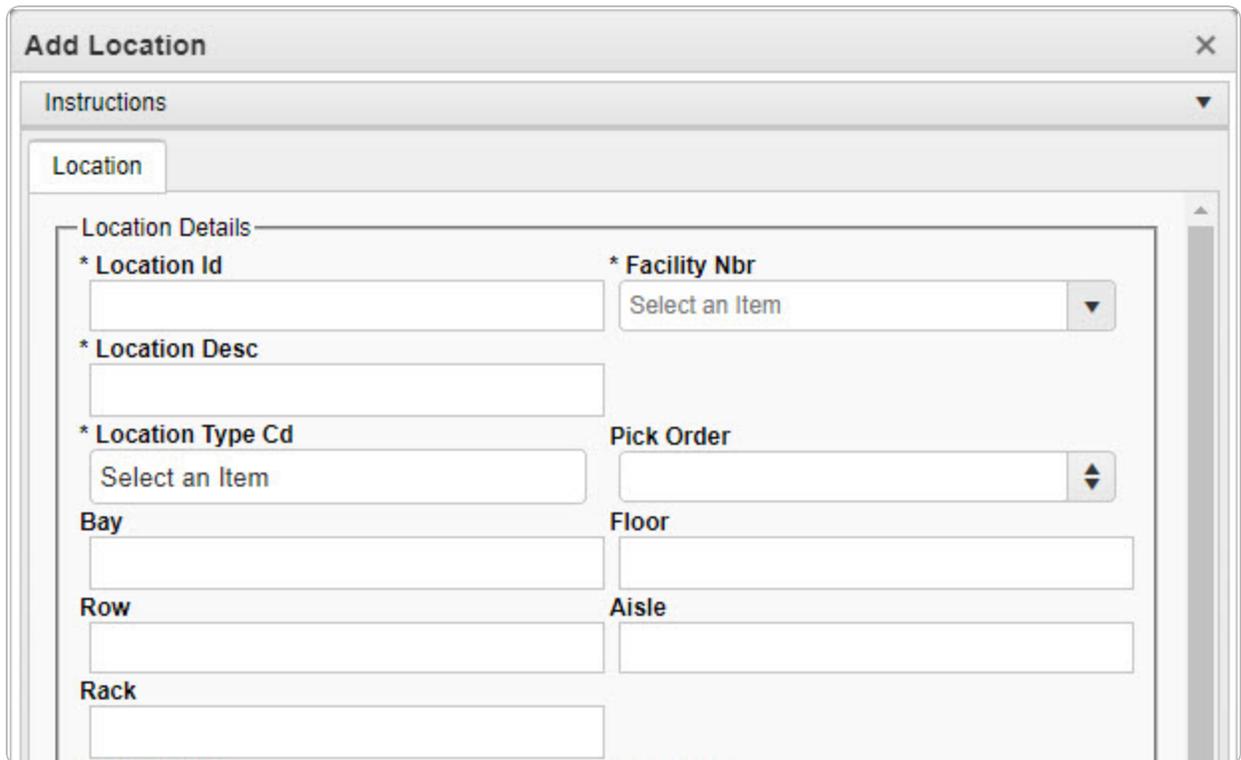
WAREHOUSE MGMT > Location >  > Add Location pop-up window

Procedures

Add a Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Location** pop-up window appears.



The screenshot shows a window titled "Add Location" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath is a tab labeled "Location". The main content area is titled "Location Details" and contains several input fields and dropdown menus:

- * Location Id: Text input field
- * Facility Nbr: Dropdown menu with "Select an Item" selected
- * Location Desc: Text input field
- * Location Type Cd: Dropdown menu with "Select an Item" selected
- Pick Order: Dropdown menu
- Bay: Text input field
- Floor: Text input field
- Row: Text input field
- Aisle: Text input field
- Rack: Text input field





Help Reference Guide

<p>Dehumidified <input type="checkbox"/></p> <p>Outdoor <input type="checkbox"/></p> <p>GPS Latitude <input type="text"/></p> <p>Weight Capacity <input type="text"/></p> <p>Height <input type="text"/></p> <p>Width <input type="text"/></p> <p>Freeze Location <input type="checkbox"/></p> <p>* Inspection Schedule <input type="text" value="STOCK"/></p> <p>Add / Edit Remarks</p>	<p>Hazardous <input type="checkbox"/></p> <p>Temperature Controlled <input type="text" value="Optional"/></p> <p>GPS Longitude <input type="text"/></p> <p>RFID Coordinates <input type="text"/></p> <p>Cube Capacity <input type="text"/></p> <p>Length <input type="text"/></p> <p>Location Status Active <input checked="" type="checkbox"/></p> <p>Parent Location Id <input type="text" value="Optional"/></p>
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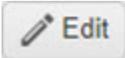
2. Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
3. Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*
4. Select the Location Type Cd field to choose the kind of location from the list.
5. Enter the Member, or use to browse for the entry. *This 50 alphanumeric character field is only available when the Location Type CD is 14 - Member.*
6. Use to select the Inspection Schedule.
7. Use to select the Facility Nbr.
8. Select . *The new Location appears in green at the top of the grid.*





Update a Location

Navigation

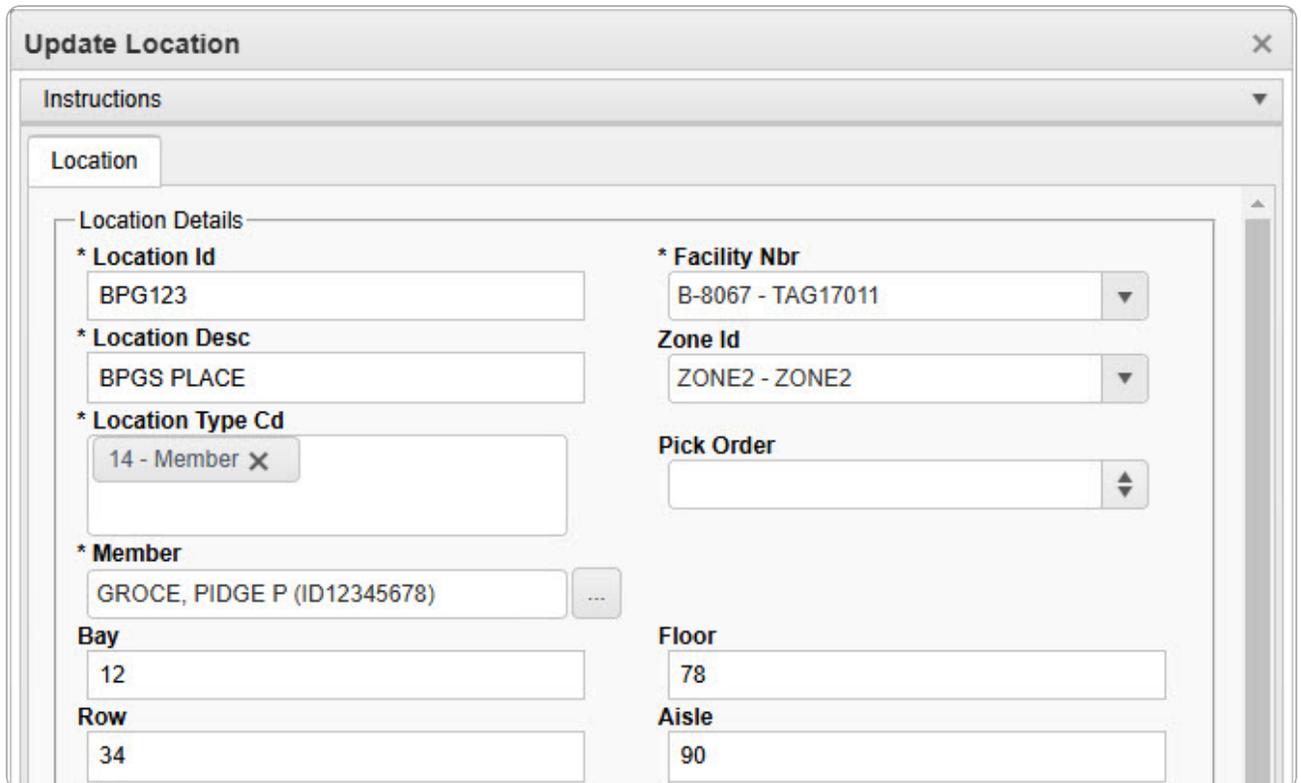
WAREHOUSE MGMT > Location >  > Update Location pop-up window

Procedures

Update a Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired location. The **Update Location** pop-up window appears.



The screenshot shows the 'Update Location' pop-up window with the following fields:

Location Details	
* Location Id	BPG123
* Location Desc	BPGS PLACE
* Location Type Cd	14 - Member X
* Member	GROCE, PIDGE P (ID12345678) ...
Bay	12
Row	34
* Facility Nbr	B-8067 - TAG17011
Zone Id	ZONE2 - ZONE2
Pick Order	
Floor	78
Aisle	90





Help Reference Guide

<p>Rack 56</p> <p>Dehumidified <input type="checkbox"/></p> <p>Outdoor <input type="checkbox"/></p> <p>GPS Latitude <input type="text"/></p> <p>Weight Capacity <input type="text"/></p> <p>Height <input type="text"/></p> <p>Width <input type="text"/></p> <p>Freeze Location <input type="checkbox"/></p> <p>* Inspection Schedule STORAGE</p> <p>Attachments</p> <div style="border: 1px solid gray; padding: 5px;">  <p>Puffin.png </p> </div> <p>Add / Edit Remarks</p>	<p>Hazardous <input type="checkbox"/></p> <p>Temperature Controlled Optional</p> <p>GPS Longitude <input type="text"/></p> <p>RFID Coordinates <input type="text"/></p> <p>Cube Capacity <input type="text"/></p> <p>Length <input type="text"/></p> <p>Location Status Active <input checked="" type="checkbox"/></p> <p>Parent Location Id Optional</p> <p style="text-align: right;"> Attach...</p>
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2. Update the Location ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
3. Update the Location DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
4. Update the Location Type Cd by either:
Adding a location by selecting the field and choosing additional kinds of locations.

OR





Deleting by selecting the  on the kind of location.

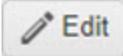
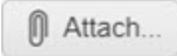
5. Update the Member, or use  to browse for the revised entry. *This 50 alphanumeric character field is only available when the Location Type CD is 14 - Member.*
6. Update the Inspection Schedule, using  to select the desired schedule.
7. Update the Facility Nbr, using  to select the desired number.
8. Select . *The revised Location appears at the top of the grid.*





Add an Attachment to a Location

Navigation

WAREHOUSE MGMT > Location >  > Update Location >  > Attach Documents — Location pop-up window

Procedures

Attach a Document to a Location

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to add any additional files to the record. The **Attach Documents — Location** pop-up window appears.





Attach Documents - Location ✕

Instructions ▼

*** Attachment**

 Browse...

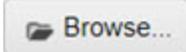
Desc

Primary  Attach...

Attachments:

Name	Desc
------	------

✕ Close Window

2. Select  . The Windows **Choose File to Upload** pop-up window appears.
3. Select  . The file name appears in the bottom of the window.





Attach Documents - Location ✕

Instructions ▼

*** Attachment**

Desc

Primary

Attachments:

Name	Desc	
<input checked="" type="radio"/> Puffin.png	Puffin Picture	✕

4. Repeat Steps 2 - 6 to attach multiple documents.

5. Select . The **Attach Documents – Location** pop-up window closes, and the attachment(s) appears in the Attachments field.





Delete a Location

Navigation

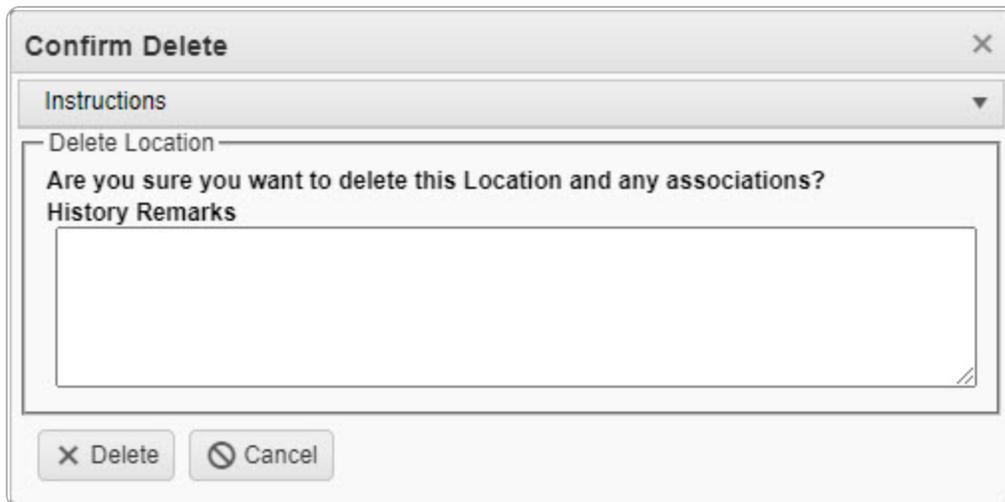
Warehouse MGMT > Location > > Confirm Delete (Delete Location) pop-up window

Procedures

Delete a Location

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select next to the desired entry. *The **Confirm Delete (Delete Location)** pop-up window appears.*



2. Select . *The Location is removed from the grid.*

