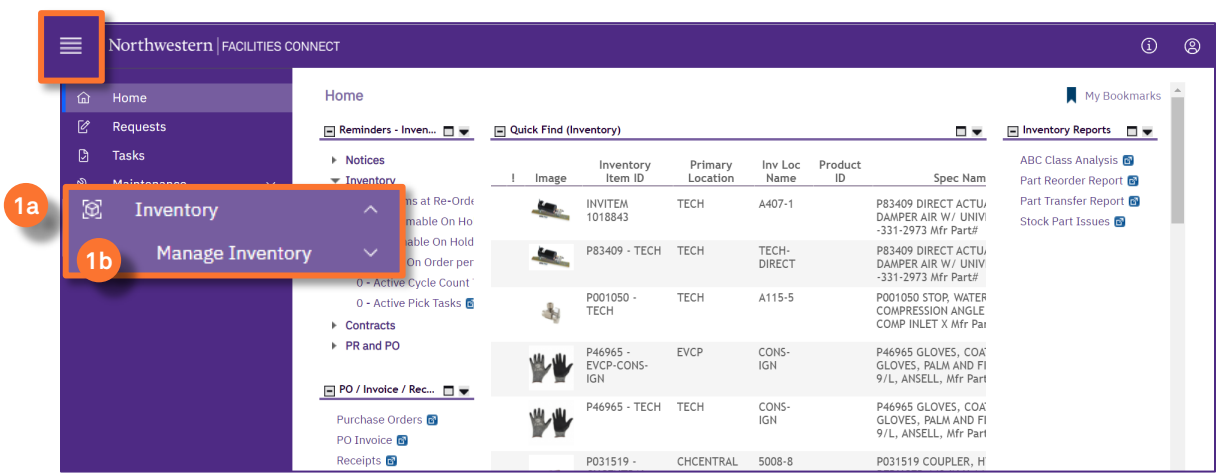## WAREHOUSE
CREATE A STORAGE AREA

Provides guidance for creating a storage area in Facilities Connect
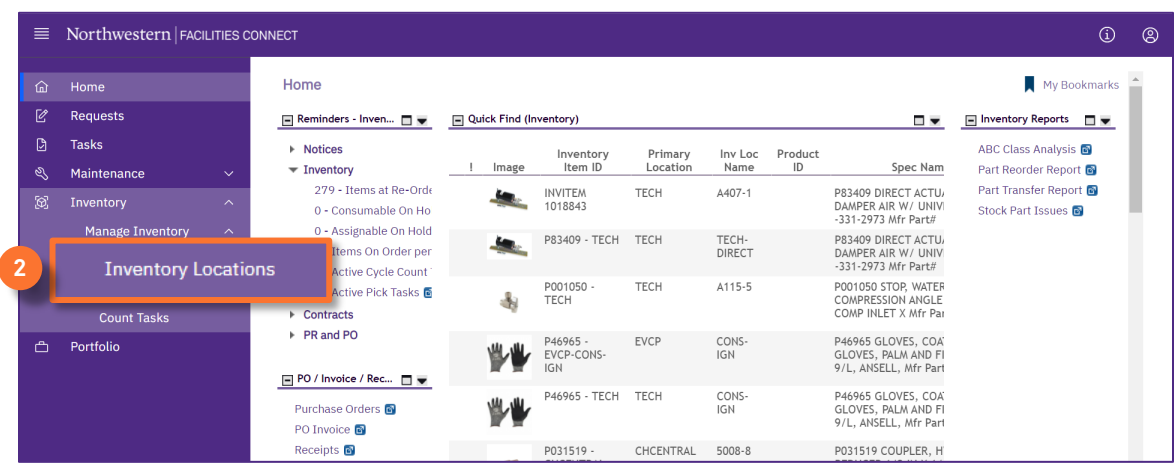

DIRECTIONS:

1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

1a Click on the **Inventory** section drop-down arrow.

1b Click on the **Manage Inventory** section drop-down arrow.

2 On the **Manage Inventory** drop-down menu:

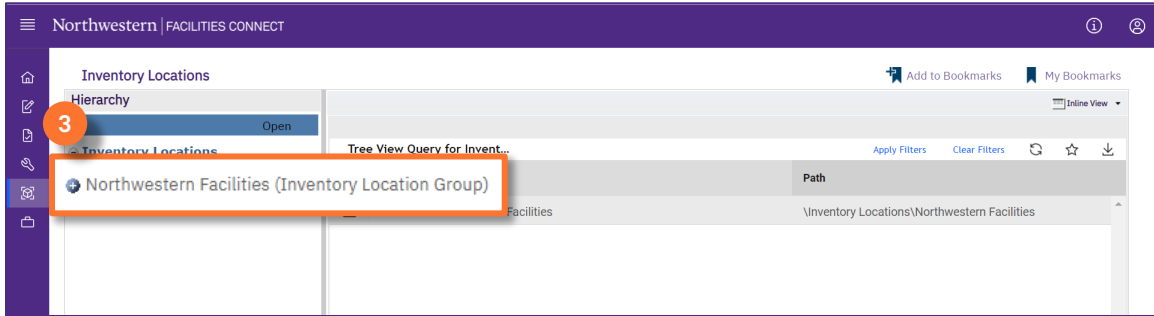**2** Click on **Inventory Locations.**

WAREHOUSE
CREATE A STORAGE AREA

DIRECTIONS:

3 From the **Inventory Locations** screen:
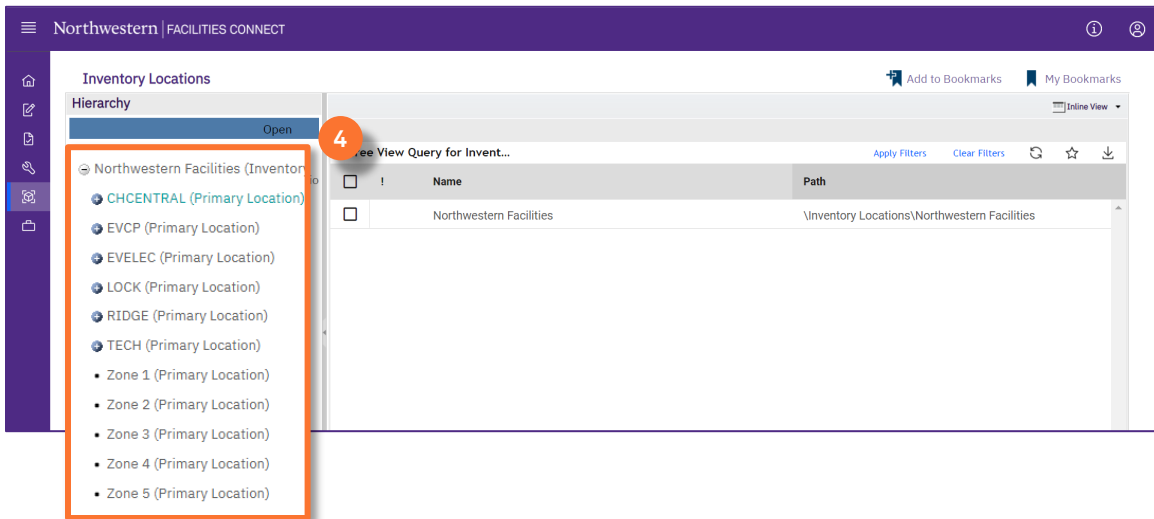
3 Click on the **blue plus sign/expander**.

4 Upon clicking, the list of **primary Inventory locations** displays.
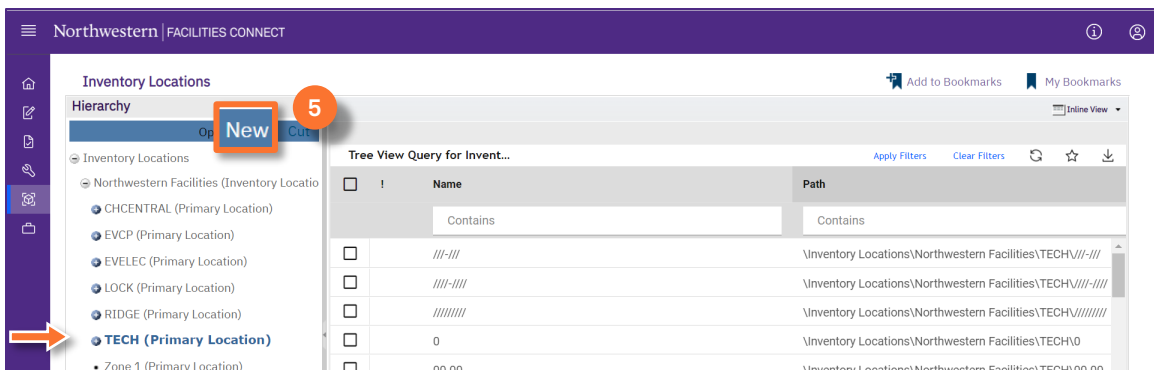
4 Click to select the **primary location** where the storage area is to be created.

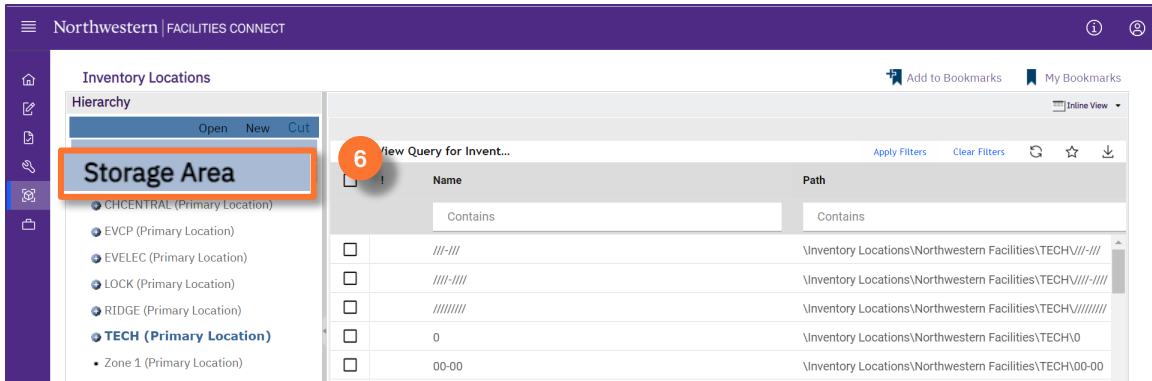**5** Upon clicking, the name of the location you selected turns bold:

5 Click on **New**

WAREHOUSE
CREATE A STORAGE AREA

DIRECTIONS:

6 Click on **Storage Area**.

7 Upon clicking, a new Storage Area Record window will open.

Complete the required fields:

7a **ID**: (auto-generate when entry is activated)
- Primary Location + Name

7b **Name**:
- Location Letter, Row#, Inventory Location Class, Class #
- Location Letter:
  - No Letter = CHCENTRAL
  - A = TECH
  - B = EVELEC
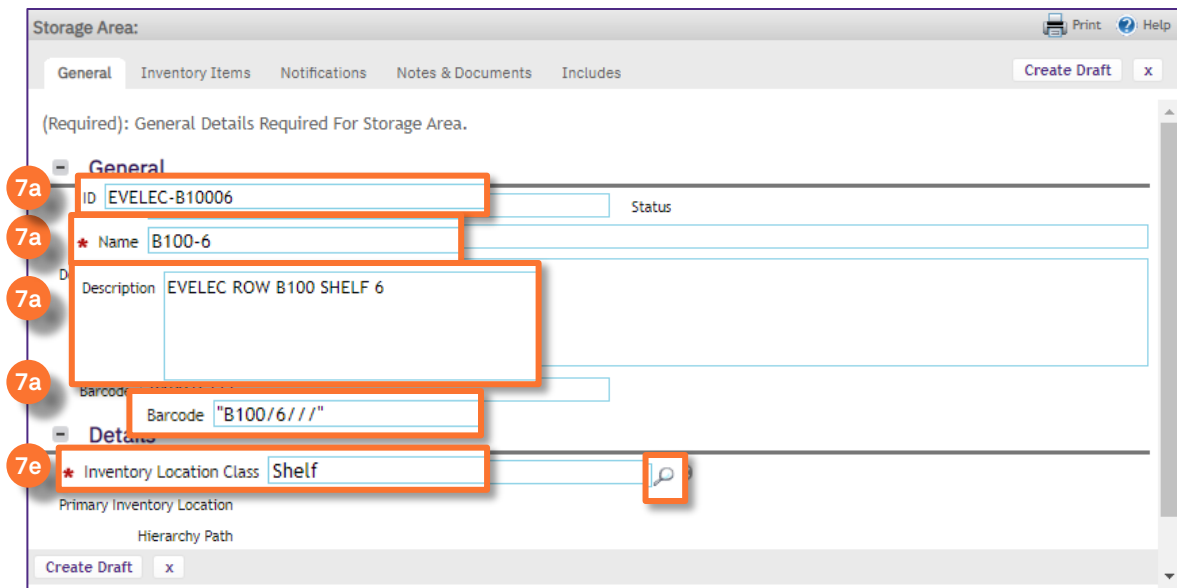 - C = EVCP
  - F= RIDGE
  - L = LOCK

7c **Description**:
- Spell out ID
- Example:
  - ID = EVELEC-B100-6
  - EVELEC Row B100 Shelf 6

7f **Barcode**:
- Add * at beginning and ending of Name.
- Add 1 forward slash (/) between Row # and Inventory Location Class #.
- Add 3 forward slash (/) after Inventory Location Class #

7e **Inventory Location Class**: Select where item is stored; must match Description

WAREHOUSE
CREATE A STORAGE AREA

DIRECTIONS:

8 Once you have entered all required information:

8 Click on the **Create Draft** button.

9 To finalize the storage area:

9 Click on the **Activate** button.