



## Browse for a Location

### Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

### Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Location Browse pop-up window

### Procedures

#### Browse 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.

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

1. Select . The **Location Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



The screenshot shows a 'Location Browse' window with the following search criteria:

- Facility Nbr: All
- Location Id: All
- Location Desc: All
- Location Type: Issue
- Location Status: ACTIVE
- Dehumidified: All
- Temperature Controlled: All
- Outdoor: All
- Hazardous: All
- Freeze Location: No

Buttons at the bottom: Search, Reset, Cancel.

- Use to select the Facility Nbr, or use to assist with the entry.
- Enter the Location ID, using to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Location Type by selecting the field and choosing at least one type.
- Use to select if the location is Dehumidified.
- Use to select if the location is Outdoor.
- Use to select if this is a Freeze Location.
- Enter the Location DESC, using to assist with the entry. *This is a 250 alphanumeric character field.*
- Use to select the Location Status.
- Use to select if the location is Temperature Controlled.
- Use to select if the location is Hazardous.

3. Select to begin the query. *Results display in the Location Grid below.*

Select	Location Id	Location Desc	Location Type Cd	Freeze Location	Location Status	Facility Nbr	Parent Location Id	Floor	Bay	Aisle	Row	Rack	Inspection Schedule
Select	MANJ	COMPUTER ACCESSORIES	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK
Select	ROSIE2	ROSIE2	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK
Select	SHAWNEE 849	SHAWNEE 849	2 - Issue, 3 - Stock, 7 - Sort, 8 - Intransit	No	ACTIVE	MECH001		1	5	10	1	2	STOCK
Select	STACEYS SPOT 123	SECURE MOBILE DEVICES	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit, 11 - Return, 12 - Disposal	No	ACTIVE	MECH001		1	4	3	2	6	STOCK
Select	TED LASSO	POSITIVITY	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001		1	1	1	1	1	STOCK
Select	THE GOOD PLACE	TED DANSON	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK

4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*