



Adding a Location

When the **Location Type Cd** is set to *Indiv Issue*, the **Pick Order** field is mandatory.

 In the DPAS Warehouse Management module, navigate to Location from the Warehouse Mgmt menu - The Results Grid displays a list of all currently available Locations.

Add Location

Instructions

- 2. Select the Add button The Add Location pop-up displays (Step not shown).
- 3. Enter a Location Id (Identifier) as an identifier for the location.
- 4. Select a facility from the Facility Nbr (Number) drop-down list.
- 5. Enter a description in the **Location Desc** (Description) field.
- If your Warehouse requires a Zone assignment, select one from the **Zone Id** drop-down list.
- Select a Location Type Cd (Code) – More than one type code may be chosen excluding Indiv Issue.
- 8. Enter other information as needed.
- Select the optional
 Add / Edit Remarks
 hyperlink to add a comment
 in the Remarks and/or
 History Remarks fields.
- 10.Select the **Add** button to process the transaction
 - The new Location displays highlighted at the top of the Results Grid.



* Location Id	* Facility Nbr			
OPDEMIL	PARKPP - PARKING AREAS PARADISE F			
* Location Desc	Zone Id			
OPERATION DEMILITARIZE	A471 - AREA 471 🔹			
* Location Type Cd	Pick Order			
6 - Repair ×				
Bay	Floor			
Row	Aisle			
Rack				
Dehumidified	Hazardous			
Outdoor	Temperature Controlled			
	Optional 🔻			
GPS Latitude	GPS Longitude			
Weight Capacity	RFID Coordinates			
Height	Cube Capacity			
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Width	Length			
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Freeze Location	Location Status			
	(Check if Active)			
	i Parent Location Id			
	Optional			
Add / Edit Damarka				

DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org



DPAS Quick Reference Guide

Updating a Location

An Attachment may only be added during the **Location Update** process.

- 1. In the DPAS Warehouse Management module, navigate to **Location** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Locations.
- 2. Select the **Edit** button for the Location to update The **Update Location** pop-up displays.
- 3. Change data as needed.
- 4. Select the **Add / Edit Remarks** hyperlink to add a comment in the **History Remarks** field to document the reason for the change.
- 5. Select the **Update** button to save the changes The updated Location displays highlighted at the top of the Results Grid.

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Search Criteria						L ocation Datails		_	
Facility Nbr All		▼ Z	Zone Id		* Location Id	* Facility Nbr	* Facility Nbr		
Location Id Location Type Cd Location Status ACTIVE			Location Desc		ISLE 7 ROW 1	00318 - STORAGE BLDG - STORAGE 🔹			
		/E	* Location Desc	Zone Id	Zone Id				
			ISLE 7 ROW 1	W5450 - SECURE	*				
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							(Check if Active)		
/ Edit	× Delete	History	Labels		STAGI		Parent Location Id Optional		
4 4 1 >	N 10 T	items per page				Attachments	Optional	_	
						No attachments found	A BL	ttach.	
a Back									
						Add / Edit Remarks			





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Deleting a Location

A Location record cannot be deleted if one or more assets are assigned to the location.

- 1. In the DPAS Warehouse Management module, navigate to **Location** from the **Warehouse Mgmt** menu - The Results Grid displays a list of all currently available Locations.
- 2. Select the **Delete** button for the Location to remove The **Confirm Delete** pop-up displays.
- 3. Enter optional History Remarks.
- 4. Select the **Delete** button The Location is removed from the Results Grid.

COLUMBUS	Confirm Delete	>	<			
Location + Add	Instructions		,			
Edit 2 Delete	Delete Location Are you sure you want to delete this Location? History Remarks LOCATION NO LONGER NEEDED.	A] Status]	▼ Floor 1-10	▼ Bay	F
4	× Delete S Cancel					



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