



Adding a Location

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

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 **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.
6. If your Warehouse requires a Zone assignment, select one from the **Zone Id** drop-down list.
7. Select a **Location Type Cd** (Code) – More than one type code may be chosen excluding Indiv Issue.
8. Enter other information as needed.
9. 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.

Add Location ✕

Instructions

Location

Location Details

* **Location Id**

* **Location Desc**

* **Location Type Cd**

Bay

Row

Rack

Dehumidified

Outdoor

GPS Latitude

Weight Capacity

Height

Width

Freeze Location

* **Facility Nbr**

Zone Id

Pick Order

Floor

Aisle

Hazardous

Temperature Controlled

GPS Longitude

RFID Coordinates

Cube Capacity

Length

Location Status
 (Check if Active)

* **Parent Location Id**

[Add / Edit Remarks](#)





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.

The screenshot shows the DPAS Warehouse Management interface. On the left, the 'Location' results grid is visible, with the 'Edit' button for the 'ISLE 7 ROW 1' location highlighted with a blue circle and the number '2'. The 'Update Location' pop-up window is open on the right. In this window, the 'Location Id' field is highlighted with a blue circle and the number '3'. Below the form fields, the 'Add / Edit Remarks' link is highlighted with a blue circle and the number '4'. At the bottom of the pop-up, the 'Update' button is highlighted with a blue circle and the number '5'. The background of the grid is dimmed.





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.

