



Creating a Location Type - Admin

SOP 257

Revision A, 10/30/2020

Approved by: Don Stanton

PURPOSE:

The location type links the location to the facility.

PROCESS STEPS:

1. Navigate to Inventory > Maintenance > Location Types
2. Select New
3. In the Edit Location Type window:
 - a. Enter the Location Type name
 - b. Choose "Follow Part" in Negative Inventory field.
 - c. Select the facility for this location type
 - d. Confirm the Active Box is checked
 - e. Click Save

Note: The location type links the location to the facility. The Location Type is now created and locations can be assigned to it.

REVISIONS

Rev	Date	Change
I/R	10/31/17	New
A	10/30/20	Change to v16 Menu names