



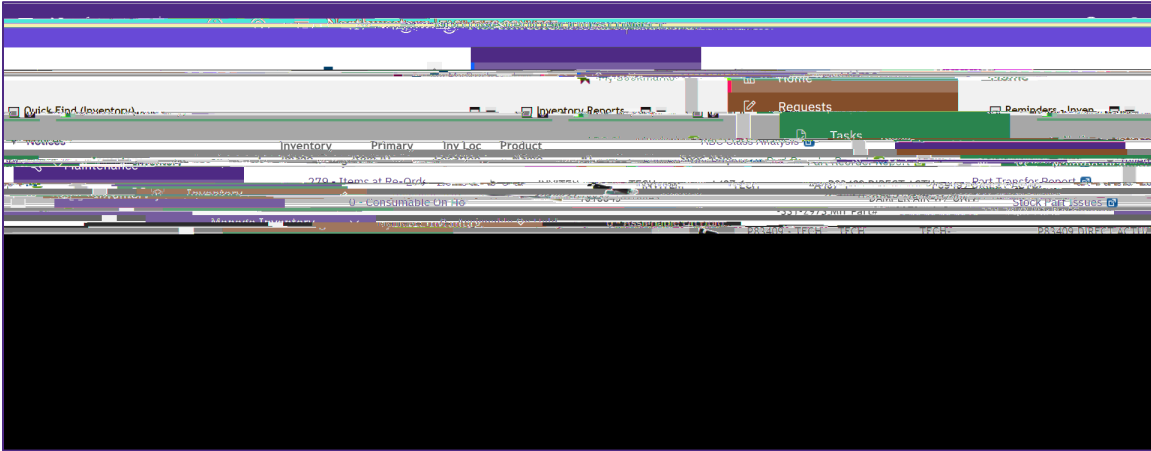
WAREHOUSE RETIRE A STORAGE AREA

Provides guidance for retiring a storage area in Facilities Connect

DIRECTIONS:

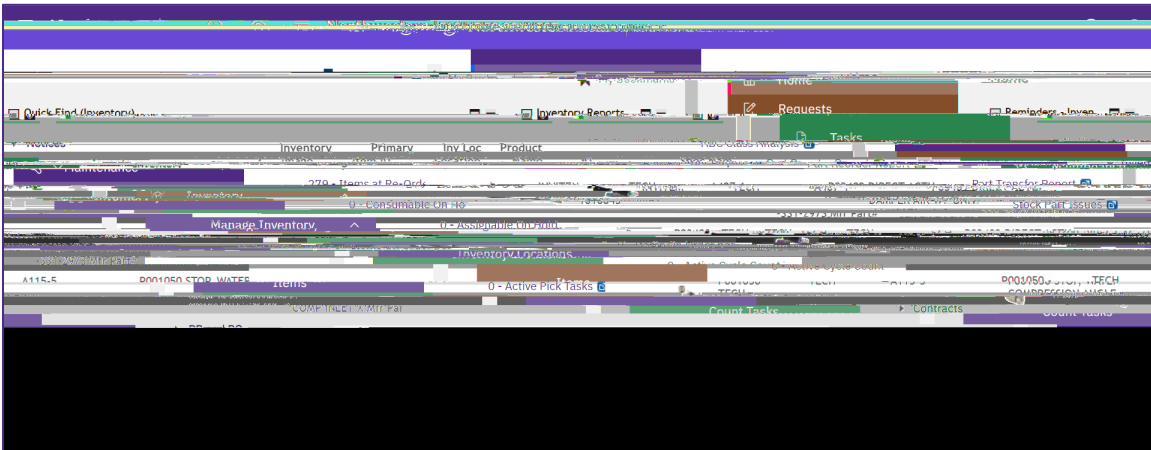
1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

- 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**.





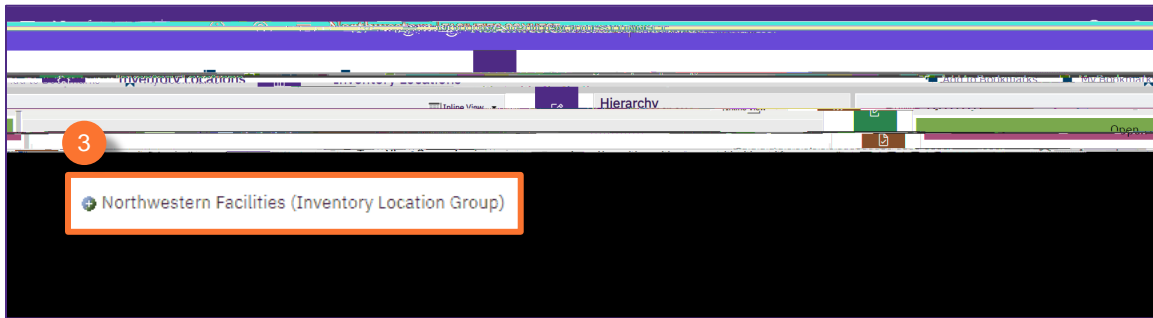
WAREHOUSE RETIRE A STORAGE AREA

DIRECTIONS:

3

From the Inventory Locations screen:

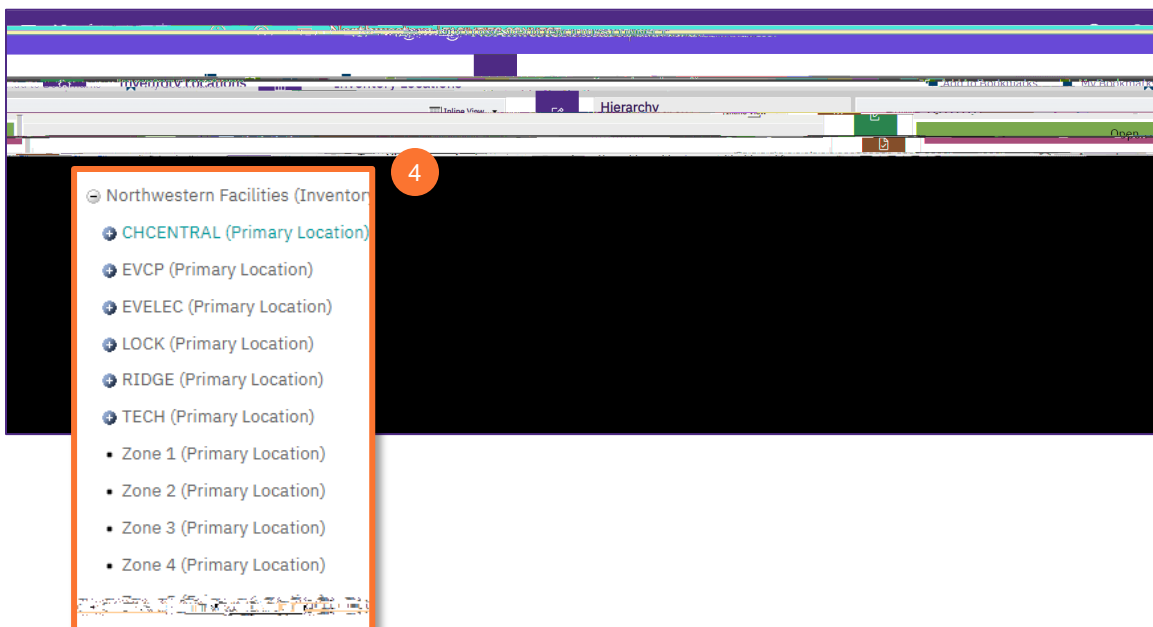
3 Click on the blue plus sign/expander .



4

Upon clicking, the list of primary Inventory locations displays.

4 Click to select the primary location where the storage area is to be retired.





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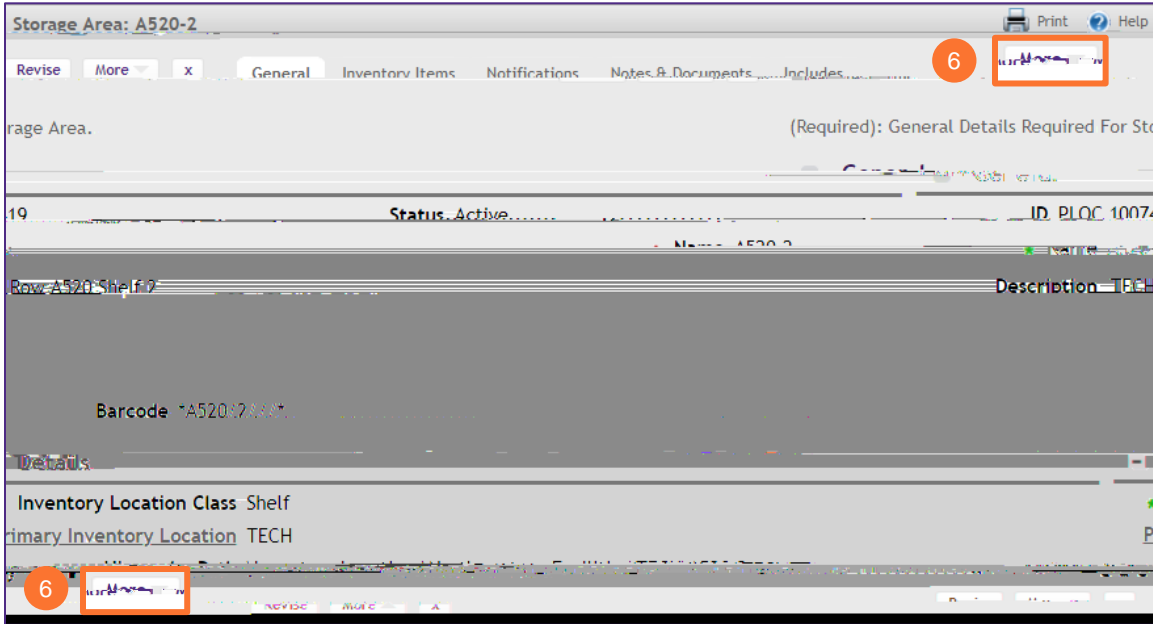
DIRECTIONS:

6

In the Storage Area window

6

Click on the **More** drop down menu.



7

Click on **Retire**.

