

WAREHOUSE & INVENTORY

WAREHOUSE RETIRE A STORAGE AREA

Provides guidance for retiring a storage area in Facilities Connect

DIRECTIONS:

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

- Click on the Inventory section drop down arrow.
- Click on the Manage Inventory section drop down arrow.



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On the Manage Inventory drop -down menu:

Click on Inventory Locations.





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DIRECTIONS:



From the Inventory Locations screen:

Click on the blue plus sign/expander .



4 Upon clicking, the list of primary Inventory locations displays.

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



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DIRECTIONS:



In the Storage Area window

Click on the More drop down menu.

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Click on Retire.

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