

## To create a new location

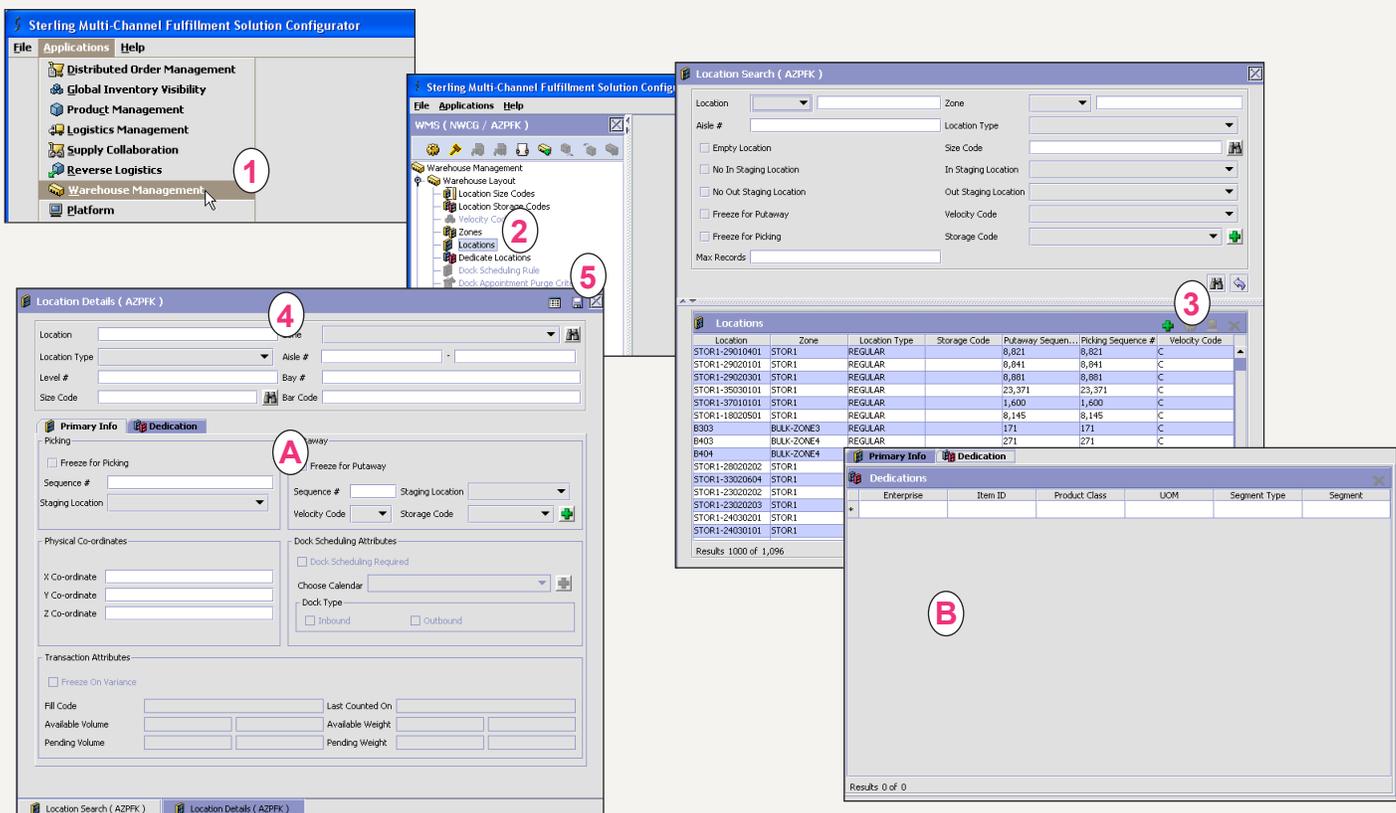
- 1 On the **Application** menu, click to select **Warehouse Management**.
- 2 On the **Warehouse Management** menu, click to expand the **Warehouse Layout** menu, and then double-click **Location**.
- 3 On the **Locations** screen, click .
- 4 On the **Location Details** screen, complete the following text boxes, pressing [TAB] to advance to the next field
  - Location - *required*
  - Location Type
  - Level #
  - Size Code - *required*
  - Zone - *required*
  - Aisle #
  - Bay #
  - Bar Code.
- 5 When finished defining the new location, click .

## To complete the Primary Info and Dedication tabs

The **Primary Info** tab allows you to identify basic, default information for the location. The **Dedication** tab allows you to reserve a location within the warehouse for specific item, product class, and/or unit of measure. Completing these tabs is optional. Click  after each addition, change, and/or deletion!

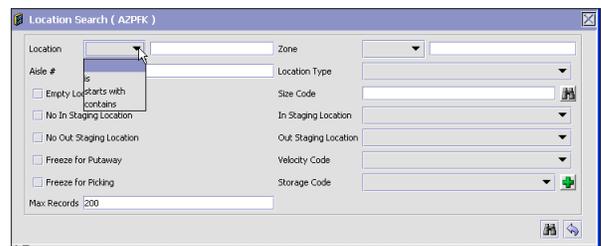
- A On the **Primary Info** tab, complete the following information as appropriate for the location
    - Picking, Sequence #, and Staging Location
    - Putaway, Putaway Sequence #, and Staging Location.
- Complete the remaining information on the **Primary Info** tab as needed.
- B Click the **Dedication** tab, and then complete the **Dedications** table as appropriate.

To add another row to the **Dedications** table, click \*.



The screenshot shows the 'Sterling Multi-Channel Fulfillment Solution Configurator' interface. It includes a menu tree on the left, a 'Location Search (AZPFK)' dialog box, a 'Locations' table, and a 'Location Details (AZPFK)' form. The 'Location Details' form has tabs for 'Primary Info' and 'Dedication'. The 'Dedication' tab shows a table with columns: Enterprise, Item ID, Product Class, UOM, Segment Type, and Segment. A red 'A' is placed over the 'Primary Info' tab, and a red 'B' is placed over the 'Dedication' tab.

Before creating a new location perform a search to ensure that the location doesn't already exist! The maximum number of records you may search is 200.



The screenshot shows the 'Location Search (AZPFK)' dialog box. It has fields for Location, Zone, Aisle #, Location Type, Size Code, In Staging Location, Out Staging Location, Velocity Code, and Storage Code. There are checkboxes for 'Empty Location', 'No In Staging Location', 'No Out Staging Location', 'Freeze for Putaway', and 'Freeze for Picking'. A 'Max Records' field is set to 200.



## To delete a location

Before deleting a location you must verify that it does not contain any inventory and there are no tasks going into or out of the location!

- 1 On the **Application** menu, click to select **Warehouse Management**.
- 2 On the **Warehouse Management** menu, click to expand the **Warehouse Layout** menu, and then double-click **Location**.
- 3 On the **Location Search** screen, search for the **Location** you want to delete.
- 4 Under **Location**, click to select the **Location** you want to delete, and then click
- 5 On the **Confirmation** dialog box, click

## To freeze/unfreeze a location

- A On the **Location Search** screen, search for and then click to select the **Location** of your choice.
- B On the **Primary Info** tab under **Picking**, click to select or click to clear the **Freeze for Picking** check box.
- C Under **Putaway**, click to select or click to clear the **Freeze for Putaway** check box.
- D Under **Transaction Attributes**, click to select or click to clear the **Freeze On Variance** check box.
- E When finished, click

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The screenshot shows the application menu with 'Warehouse Management' selected (1). The 'Warehouse Layout' menu is expanded, and 'Location' is double-clicked (2). The 'Location Search' dialog is shown with search criteria (3). The 'Locations' table is displayed with one record selected (4). A 'Confirmation' dialog box asks 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons (5).

The screenshot shows the 'Location Search (AZPFK)' dialog with search criteria (A). The 'Locations' table is displayed with one record selected (A). The 'Location Details (AZPFK)' dialog is shown with the 'Picking' tab selected, showing 'Freeze for Picking' checked (B). The 'Putaway' tab is selected, showing 'Freeze for Putaway' checked (C). The 'Transaction Attributes' tab is selected, showing 'Freeze On Variance' checked (D). The 'Save' icon is visible in the bottom right corner (E).

Location	Zone	Location Type	Storage Code	Putaway Sequen...	Picking Sequence #	Velocity Code
STOR1-02010301	STOR1	REGULAR	1,381	1,381	C	C
STOR1-02020101	STOR1	REGULAR	1,401	1,401	C	C
STOR1-02020102	STOR1	REGULAR	1,421	1,421	C	C
STOR1-02020201	STOR1	REGULAR	1,441	1,441	C	C
STOR1-02020202	STOR1	REGULAR	1,461	1,461	C	C
STOR1-02020301	STOR1	REGULAR	1,481	1,481	C	C
STOR1-02030101	STOR1	REGULAR	1,521	1,521	C	C
STOR1-02030102	STOR1	REGULAR	1,541	1,541	C	C
STOR1-02030201	STOR1	REGULAR	1,561	1,561	C	C
STOR1-02030202	STOR1	REGULAR	1,581	1,581	C	C
STOR1-02030301	STOR1	REGULAR	1,601	101,601	C	C
STOR1-02030302	STOR1	REGULAR	1,621	101,621	C	C
STOR1-02040101	STOR1	REGULAR	1,641	1,641	C	C
STOR1-02040102	STOR1	REGULAR	1,661	1,661	C	C
STOR1-02040201	STOR1	REGULAR	1,681	1,681	C	C

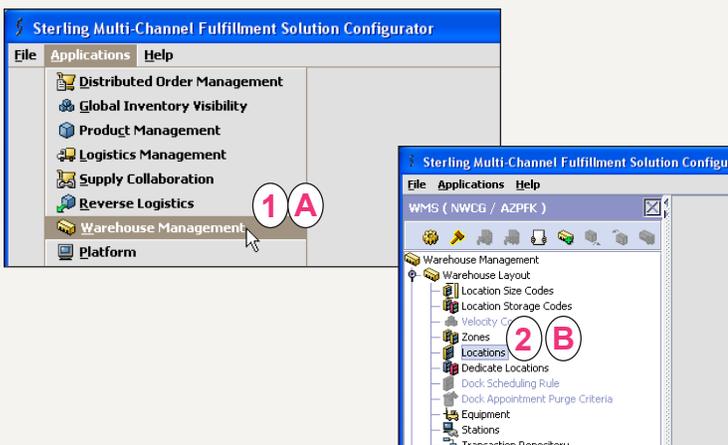
*Non-dedicated locations must be frozen before pick and/or putaway sequencing. For more information please refer to the Quick Reference Card, "Configurator: Delete, freeze, and unfreeze a Location."*

## To specify pick sequencing for a location

- 1 On the **Application** menu, click to select **Warehouse Management**.
- 2 On the **Warehouse Management** menu, click to expand the **Warehouse Layout** menu, and then double-click **Location**.
- 3 On the **Location Search** screen, search for and then click to select the **Location** of your choice.
- 4 On the **Primary Info** tab under **Picking**, type the **picking sequence number** in the **Sequence #** text box.
- 5 When finished, click

## To specify putaway sequencing for a location

- A On the **Application** menu, click to select **Warehouse Management**.
- B On the **Warehouse Management** menu, click to expand the **Warehouse Layout** menu, and then double-click **Location**.
- C On the **Location Search** screen, search for and then click to select the **Location** of your choice.
- D On the **Primary Info** tab under **Putaway**, type the **putaway sequence number** in the **Sequence #** text box.
- E When finished, click



*Sequencing pick and putaway locations provide the most efficient flow through the warehouse. The Picking Sequence # defines the order of warehouse locations on the pick list. The Putaway Sequence # defines the first warehouse location in the sequence in which the Item/PC/UOM would fit.*

