

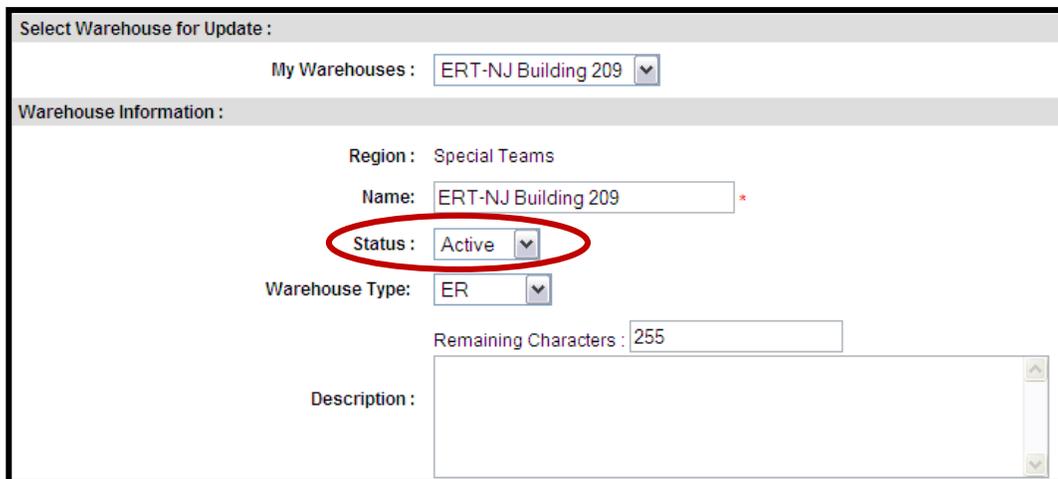
Equipment Module – Quick Start Guide – Changing Warehouse Status

This QSG details how to change the status of a warehouse or warehouse location from Active to Inactive and back again. When a warehouse/warehouse location is inactive, it is effectively deleted from the Equipment module. Equipment cannot be searched in, added to or transferred to while inactive. This functionality is accessible to the Warehouse Manager and Data Administrator roles.

1) Accessing Status Change Functionality

Warehouses

The ability to change the warehouse status is located on the Warehouse Info page off of the “Administration” tab. The status is changed via the “Status” drop-down list. The warehouse can be either Active or Inactive.

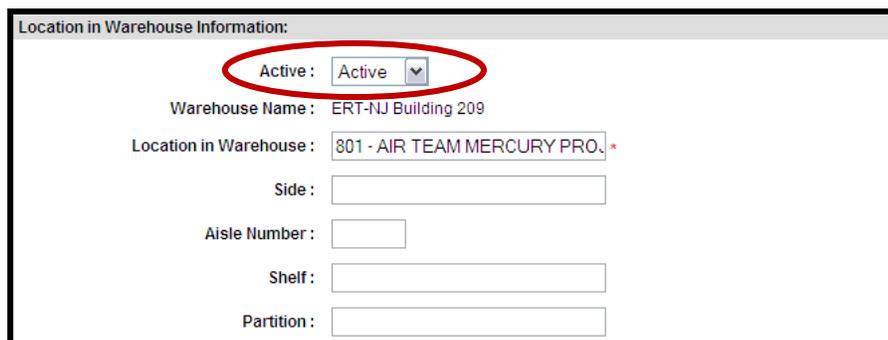


The screenshot shows a web form titled "Select Warehouse for Update:". Below the title, there is a section "My Warehouses:" with a dropdown menu showing "ERT-NJ Building 209". Below that is a section "Warehouse Information:". It contains several fields: "Region:" with the value "Special Teams"; "Name:" with the value "ERT-NJ Building 209" and a red asterisk; "Status:" with a dropdown menu showing "Active", which is circled in red; "Warehouse Type:" with a dropdown menu showing "ER"; "Remaining Characters:" with the value "255"; and "Description:" with a text area.

Figure 1 - Warehouse Information Page

Warehouse Location

The ability to change the location status is located on the Location Info accessible from the bottom of the Warehouse Info page. Click on the warehouse location to access the Location Info. The status is changed via the “Status” drop-down list at the top of the page. The location can be either Active or Inactive.



The screenshot shows a web form titled "Location in Warehouse Information:". It contains several fields: "Active:" with a dropdown menu showing "Active", which is circled in red; "Warehouse Name:" with the value "ERT-NJ Building 209"; "Location in Warehouse:" with the value "801 - AIR TEAM MERCURY PRO." and a red asterisk; "Side:" with a text input field; "Aisle Number:" with a text input field; "Shelf:" with a text input field; and "Partition:" with a text input field.

Figure 2 - Warehouse Location Info

2) Deactivate Warehouse/Warehouse Location

In order to deactivate a warehouse or location, the warehouse/location cannot contain any equipment unless the Equipment Status is one of the following:

- Lost
- Destroyed
- Decommissioned
- Excessed
- Condemned
- Scrap
- Plant Clearance
- Returned to Owner
- Deleted

Equipment with any other status needs to be transferred elsewhere or set to one of the above equipment statuses. To perform the deactivation, change the status of the warehouse or location to “Inactive”. Inactive locations will still appear in the list of warehouse locations, but the location cannot be edited and no equipment can be moved to the location. Inactive warehouses will still appear in the list of warehouses, but no information about the warehouse can be edited, no equipment can be transferred to, edited in, added to, or checked-in to the inactive warehouse.

3) Reactivate Warehouse/Warehouse Location

To reactivate a location, click on the Location name in the warehouse location list on the Warehouse Info page. Change the status to “Active”. To reactivate a Warehouse, go to the Warehouse Info page for the warehouse and change the status to “Active”.