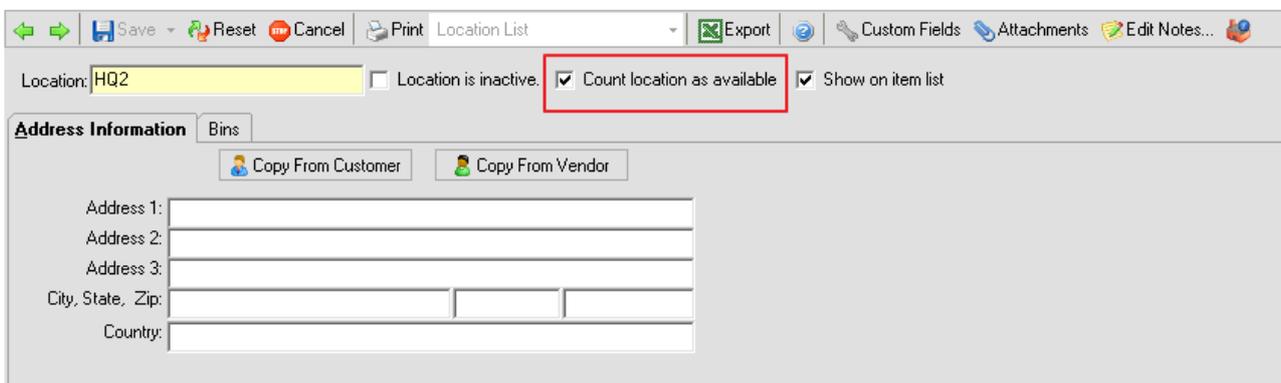


Making Locations/Bins Unavailable

Last Modified on 03/31/2021 3:28 pm EDT

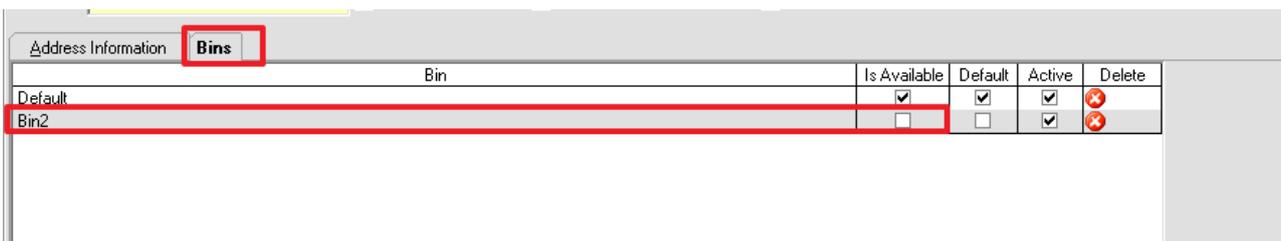
If you need to make a Location/Bin unavailable this is possible.

1. Log into All Orders as the admin (or a user with permission to change locations)
2. Go to LISTS--LOCATIONS
3. Open the Location that needs to be made Unavailable
 - a. If you are making the entire location Unavailable then UNCHECK " count location as available"



The screenshot shows a web application interface for editing a location. At the top, there is a toolbar with buttons for Save, Reset, Cancel, Print, Location List, Export, Custom Fields, Attachments, and Edit Notes. Below the toolbar, the 'Location' field is set to 'HQ2'. There are two checkboxes: 'Location is inactive.' (unchecked) and 'Count location as available' (checked). The 'Count location as available' checkbox is highlighted with a red box. Below this, there are tabs for 'Address Information' and 'Bins'. Under 'Address Information', there are buttons for 'Copy From Customer' and 'Copy From Vendor', and several input fields for Address 1, Address 2, Address 3, City, State, Zip, and Country.

- b. If you just need to make a specific bin in that location Unavailable- select the BIN tab and Uncheck the available box for that specific bin.



The screenshot shows the 'Bins' tab selected. It displays a table with the following columns: Bin, Is Available, Default, Active, and Delete. The 'Bin' column has two rows: 'Default' and 'Bin2'. The 'Is Available' column has checkboxes. The 'Default' row has a checked checkbox, and the 'Bin2' row has an unchecked checkbox. The 'Bin2' row is highlighted with a red box.

Bin	Is Available	Default	Active	Delete
Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bin2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Please remember that if there is any Qty in that location/Bin when it becomes Unavailable the Qty will also become Unavailable.

4. If your company utilizes WO's, Please be sure and take a look at COMPANY-PREFERENCES-WORK ORDERS and decide if you want to include Qty from an unavailable location/bin when

allocating components

