

Warehouses

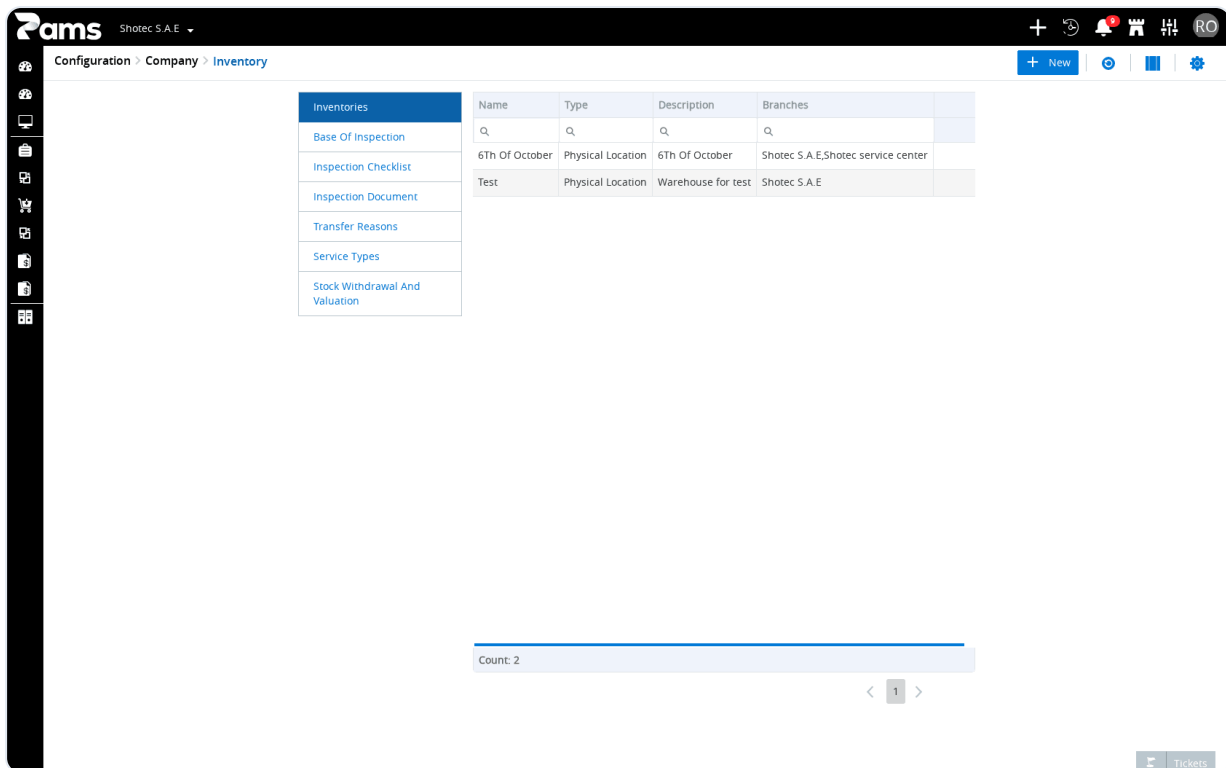
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Warehouses

Warehouses at a glance

A warehouse configuration record identifies a storage location and the details your company uses to manage it. Use **Warehouses** to review configured locations before continuing with warehouse operations.

If you need to...	Go to
Review the list and identify a warehouse	Find a warehouse
Understand the fields and tabs	Understand the warehouse screen
Review or maintain a saved warehouse	Review and maintain warehouse details
Create a warehouse	New warehouse
Edit a saved warehouse	Edit warehouse
Continue with warehouse operations	Warehouse fulfillment flow
Maintain libraries and files	Libraries



Before you start

Prerequisites

- You have access to the Configuration area.
- The subscription includes the warehouse configuration surface.
- To review the main fields, a warehouse record is available.
- To use the tabs, the warehouse record is saved.
- To add or edit an area, the **Areas** tab is selected and editing is allowed.

The fields and tabs can vary with subscription access, the saved state of the warehouse, and your editing permission. The address fields appear when an address is selected.

Find a warehouse

The Warehouses list is the starting point for identifying a configured storage location. The list uses the headers **Name**, **Type**, **Description**, and **Branches**.

Prerequisites

- You can open the Configuration area.

- You know which warehouse information identifies the record you need.

Steps

1. Open the **Warehouses** page.
2. Read the **Name**, **Type**, **Description**, and **Branches** columns.
3. Select the row for the warehouse you want to review.
4. Read the warehouse details that open.

Result: The selected warehouse details are open.

Understand the warehouse screen

The warehouse screen combines identity, address, area, inventory-model, modification-history, and file surfaces. Use the field tables to distinguish required fields from fields whose requiredness depends on company configuration.

Warehouse fields

Field	Type	Requiredness	Options
Display Name	Text	Required	—
Description	Text	Required	—
Store type	Select	Required	Physical , Virtual , Partner
Store Admin	Select	Required	The available responsible users appear in the list.
Destination Title	Text	Required	—
Country	Select	Required only where your company configures it	The available countries appear in the list.
State	Text	Required only where your company configures it	—
City	Text	Required only where your company configures it	—
Street	Text	Required only where your company configures it	—

Field	Type	Requiredness	Options
Zip-code	Text	Required only where your company configures it	—

The available **Store Admin** and **Country** choices come from the responsible-user and country lists.

Areas and related tabs

If you need to...	Select
Review or maintain warehouse areas	Areas
Review the inventory model	Inventory Model
Review modification history	Last Modifications

Area maintenance includes **Name** and **Description**. The screen does not present **Short name**, **Area Admin**, **X position**, **Y position**, or **Z position** as available area fields.

List and toolbar reference

The icon-only toolbar buttons are titled **Refresh**, **Table Layout**, and **Settings**.

Review and maintain warehouse details

Use this procedure to review a saved warehouse, move between its related tabs, and open area maintenance. Use [New warehouse](#) for creation instructions and [Edit warehouse](#) for the saved-record editing procedure.

Prerequisites

- A saved warehouse is open.
- To open an area action, the **Areas** tab is selected.
- To add or edit an area, editing is allowed.

Steps

1. Select **Areas** to review the warehouse areas.
2. In the **Areas** tab, select the plus icon above the area list.

3. In the **Areas** tab, select the control in the action column of the area row you want to maintain.
4. Select **Inventory Model** to review the warehouse inventory model.
5. Select **Last Modifications** to review the warehouse modification history.
6. In a popup, select **Save** to save when that popup presents the save action.
7. In a popup, select **Don't Save** to leave without saving when that popup presents the action.
8. In a popup, select **Cancel** to close a cancelable popup.

Result: The selected warehouse tab or popup is on screen, or the popup closes according to the action you selected.

Handle available surfaces

The available surface depends on the situation you are handling:

What you are doing	What must be true	What you can select
Reviewing warehouse fields	The subscription and page are available, and warehouse details exist.	The warehouse fields
Reviewing related tabs	The subscription and page are available, and the warehouse is saved.	Areas, Inventory Model, or Last Modifications
Adding an area	The warehouse is saved, Areas is selected, and editing is allowed.	In the Areas tab, select the plus icon above the area list.
Editing an area	The warehouse is saved, Areas is selected, and editing is allowed.	In the Areas tab, select the control in the action column of the area row you want to maintain.
Reviewing address fields	An address is selected.	The address fields
Importing data	Import mode is active and importing is enabled.	Upload
Confirming or dismissing a popup	The applicable popup is open.	No, Yes, Ok, or Cancel

What you are doing	What must be true	What you can select
Reviewing files	The files surface is available.	Export and the file actions shown for the current view

When an action does not work

Use the message text you see to choose the response below.

Message	What to do
Your request was completed successfully	Continue from the saved result or the next available surface.
An error occurred while processing your request	Review the information and try the action again.
You cannot change or delete records developed by Pams	Do not try to change or delete that record.
Just '_'-''.' And '&' Characters Accepted	Correct the file name so it uses the accepted characters, then repeat the file action.

The main list can show the list surface without opening the detail tabs. If a detail action does not open, use the applicable recovery move:

1. Choose the action that matches your current screen.

If you are...	Select
Outside the list	Return to the Warehouses list.
On the Warehouses list	Select a warehouse row.

Result: You have read the message and chosen the appropriate response.

What to do next

If you need to...	Continue with
Create a warehouse	New warehouse
Edit a saved warehouse	Edit warehouse
Follow warehouse operational work	Warehouse fulfillment flow

If you need to...	Continue with
Maintain warehouse product stages	Product stages
Maintain related files	Libraries