Locations Mapping

💾 Wed, Jan 17, 2024 🛛 🖿 Building Sub Menus

Locations Mappings are used during Work Order Creation to specify locations to be worked on. By using the Location Mappings action against a building you specify these details. A new building has no Location Mappings by default so these must be added on creation of a new building.

1.To add Location Mappings, highlight a building from the Building List screen and click on the "Location Mapping" button at the top of the screen.

2. A list of location mappings will appear for that building. An example is as follows:

S20 Location Mappings ↔ ₹								
	Level	Area	Location	External?	^			
Filt	Filter	Filter	Filter	All	~			
1	Basement	Back of House	Loading Bay	No				
2	Basement	Back of House	Stairs	No				
3	Ground Floor			No				
4	Ground Floor	Back of House		No				
5	Ground Floor	Back of House	Cash Office	No				
6	Ground Floor	Back of House	Loading Bay	No				
7	Ground Floor	Back of House	Offices Admin	No				
8	Ground Floor	Back of House	Plant Room	No				
9	Ground Floor	Back of House	Stairs	No				
10	Ground Floor	Back of House	Stock Room	No				
11	Ground Floor	Back of House	Toilets - Male	No				
12	Ground Floor	External Front		Yes				
13	Ground Floor	External Rear		Yes				
14	Ground Floor	External Rear	Loading Bay	Yes				
15	Ground Floor	Front of House		No				
16	Ground Floor	Front of House	01 - Accessories	No				
17	Ground Floor	Front of House	02 - Hosiery	No				
18	Ground Floor	Front of House	04 - Underwear	No				
40	C 10	E . 00			~			
53 results Level								

3. To amend or add locations, click on the relevant action button at the top of the screen:



It's possible to perform the following actions

- Create: Add a new Location Mapping
- Change Order: Change the display order of Location Mappings
- Delete: Remove a Location Mapping

- **Custom Data**: Each Location Mapping can have Custom Data associated to it. The data associated to the currently highlighted Location Mapping can be accessed using this action.

4. When Creating a Location Mapping, the following screen is displayed:

New 520 Location Mapping								
Level	Please select 💌							
Area	Please select *							
Location	Please select *							
	OK Cancel							

Choose the Level, Area and Location from the drop down fields and click OK to add the new Location Mapping.

5. To Edit a Location Mapping, double click on the row to be edited and the following screen will appear:

520 Location Mappin	35 520 Location Mapping		$\longleftrightarrow \neq x$	
Details	Details			
Level	Ground Floor			
Level Type	Level			
Level Number	0.0			
Area	Back of House			
External Type	None			
Location	Stock Room			
			Close	

Using the Actions button at the top right of the screen, choose "Change Details" and the ability to change the Level, Area or Location is possible. The Level Type, Level Number and External Type are inherited from the Level and Area settings in Core Data and are not set per individual Location Mapping.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=94