

**Changing Primary Location**

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The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Changing Primary Location

### Changing Primary Location Overview

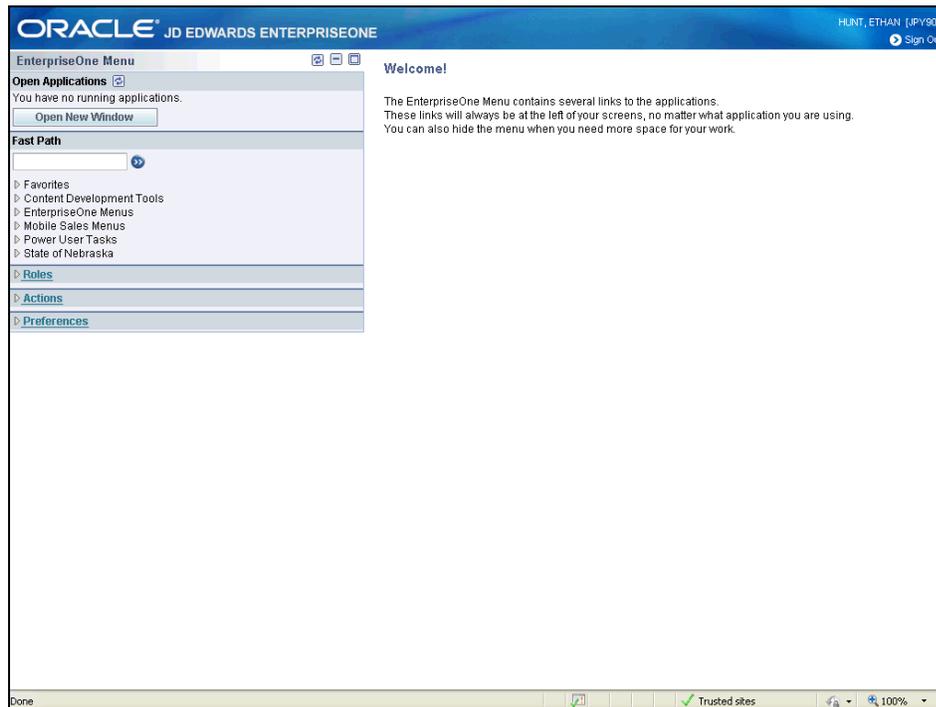
Once the item information has been entered in the Item Master, you can assign the item to warehouses or branch/plants.

After an item is assigned to a branch/plant (warehouse), you enter a primary location that indicates a specific location in the branch/plant where the item will be stored. The system usually processes an item through its primary location. You can change this primary location.

### Changing Primary Location Lesson

#### Procedure

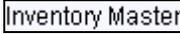
In this lesson you will learn how to change the primary location.

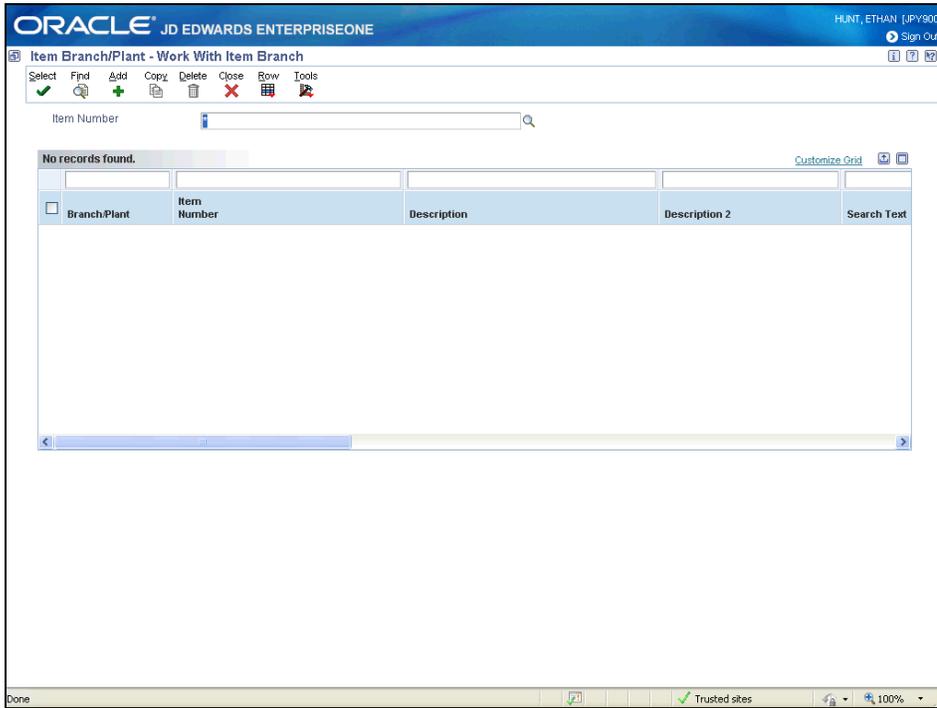


| Step | Action  |
|------|---|
| 1.   | Click the <b>State of Nebraska</b> link.<br> |
| 2.   | Click the <b>Inventory</b> link.<br>         |
| 3.   | Click the <b>Inventory Setup</b> link.<br>   |

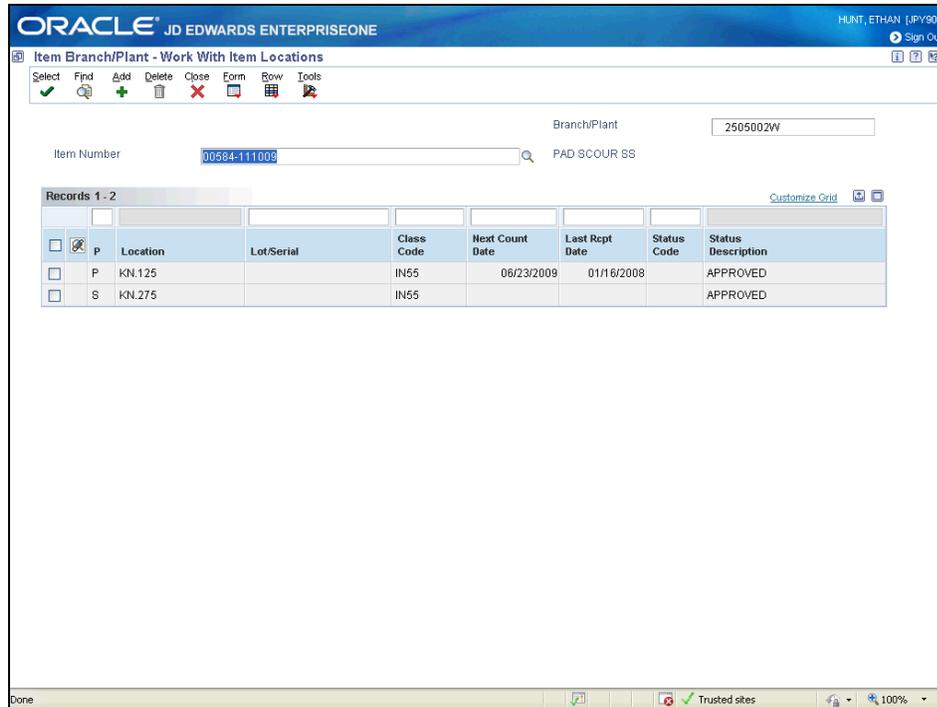
# Training Guide

## Changing Primary Location

| Step | Action  |
|------|---|
| 4.   | Click the <b>Inventory Master</b> link.<br>  |
| 5.   | Click the <b>Item Branch/Plant</b> link.<br> |



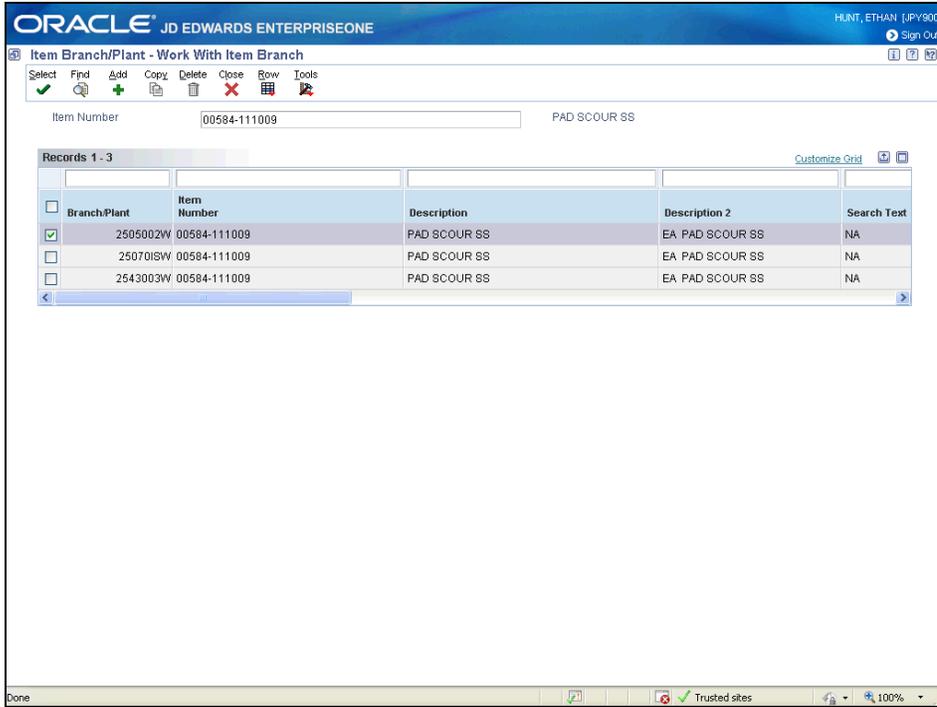
| Step | Action   |
|------|--|
| 6.   | Enter the item number into the <b>Item Number</b> field.   |
| 7.   | Click the <b>Find</b> button.<br>   |
| 8.   | Choose the desired Branch/Plant row in the grid by clicking the check box next to it.<br> |
| 9.   | Click the <b>Row</b> button.<br>  |
| 10.  | Click the <b>Location Revisions</b> menu.<br>   |



| Step | Action  |
|------|---|
| 11.  | Choose the Secondary Location, (S), row in the grid to change by clicking the check box next to it.<br><input type="checkbox"/> |
| 12.  | Click the <b>Row</b> button.<br>             |
| 13.  | Click the <b>Change Primary</b> menu.<br><input type="text" value="Change Primary"/>  |
| 14.  | The Primary (P) and Secondary (S) locations have switched.  |
| 15.  | Click the <b>Close</b> button.<br>           |

# Training Guide

## Changing Primary Location



| Step | Action   |
|------|--|
| 16.  | Click the <b>Close</b> button.<br>                                       |
| 17.  | You have successfully completed this lesson.<br><b>End of Procedure.</b> |