

This KM explains how to update location information for ICBS items.

Reasons to update location information:

- Change location size code (increase or decrease)
- Freeze/unfreeze location for pick and putaway
- Dedicate the location to a specific item
- Update Pick/Putaway Sequence

End User Solution

Note: You can only view and modify Location Details if you have the right permissions.

To update location information, follow these steps:

1. Log in to ICBS.
2. From the Menu, select **Configuration > Launch Configurator**. The Configurator window displays. This may take up to several minutes.
3. From the Menu, select **Applications > Warehouse Management**. The WMS navigation side bar displays.
4. Select **Warehouse Layout > Locations**. The Location Search panel is displays.
5. Use the Location Search panel to search for the location you want to modify and click the binoculars icon. From the list, double-click the location you want to view details for. The Location Details panel is displays.
6. The following can be done here:
 - To update the location size code, click on the “binoculars” next to the Size Code field. This brings up a list of available size codes. Select the one you want to use.

Note: The size code must first be created. For more information refer to the section above on creating size codes.
 - To freeze a location, check the boxes for "Freeze for Picking" AND "Freeze for Putaway".
 - To update pick/putaway sequence, update the Sequence number field in the Pick inner panel, Putaway inner panel, or both.
 - To dedicate to an item, click on the Dedications tab. There, enter the information for the item. For locations other than Bulk zones it's recommended that only one item is dedicated per storage location. If there is an existing dedication and it needs to be removed: select the row of the dedication you want to remove and click **Delete**.

7. Once you have made your changes, click **Save** in the top right corner.
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