

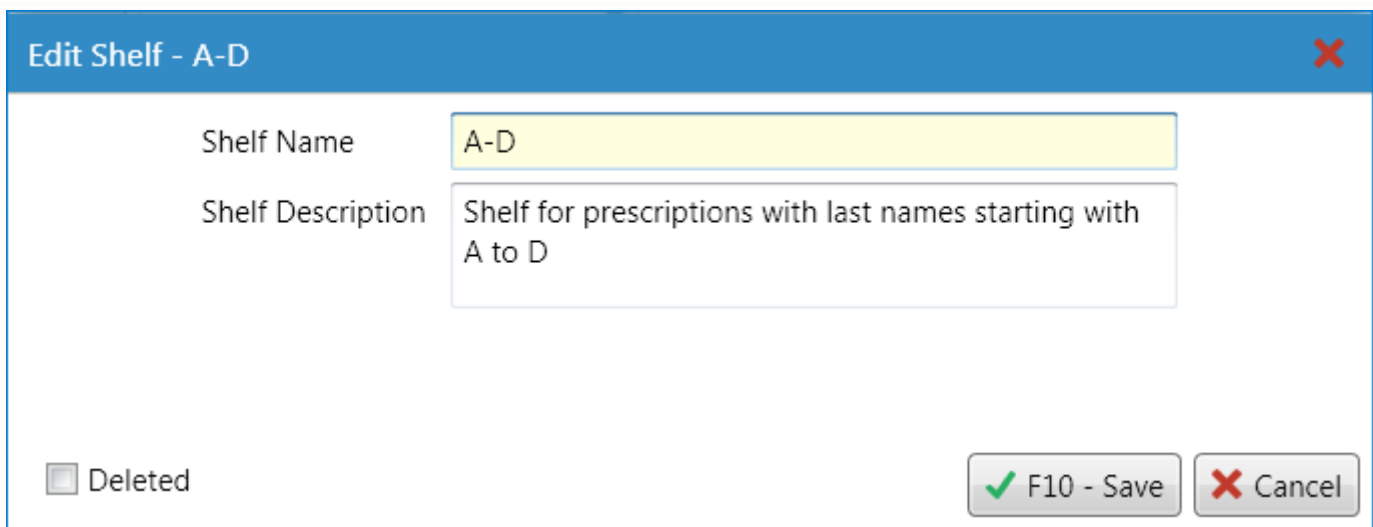
## Editing/Deleting/Restoring a Location

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### Editing a Location

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1. From the Locations Manager, highlight the location you want to edit and press **[F2 – Edit Selected]**.
2. The Edit Location window displays.



Shelf Name: A-D

Shelf Description: Shelf for prescriptions with last names starting with A to D

Deleted

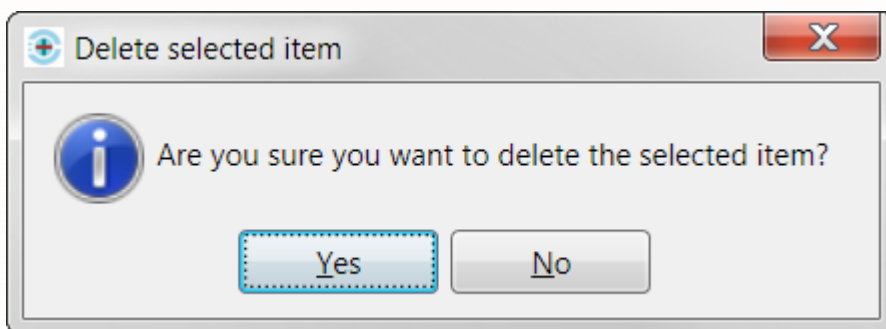
F10 - Save Cancel

3. Edit all fields as required and press **[F10 – Save]**.

### Deleting a Location

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1. From the Locations Manager, highlight the location you want to delete and press **[F3 – Delete Selected]**.
2. A pop-up window displays, asking whether you want to delete the selected location.



Delete selected item

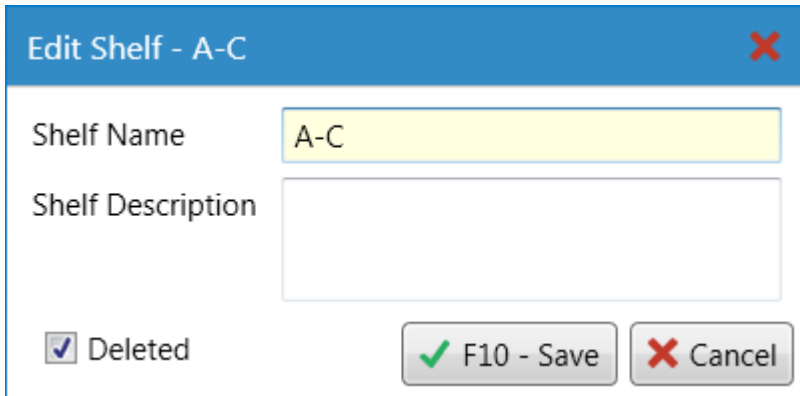
Are you sure you want to delete the selected item?

Yes No

3. Click **[Yes]**.

## Restoring a Deleted Location

1. From the Locations Manager, select the  Show Deleted tick box.
2. Any deleted locations now display with a **DELETED** tag.
3. Highlight the group you want to delete and press **[F2 – Edit Selected Location]**.
4. The Edit Location window displays.



5. From the bottom left-hand corner, deselect the  Show Deleted tick box.
6. Press **[F10 – Save]**.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	10 October 2019		Joanne Hibbert-Gorst

### Contact us

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