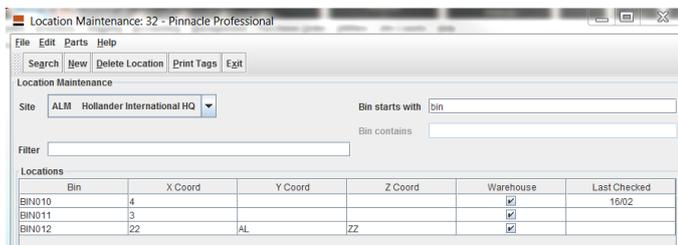## Introduction

This quick guide explains what actions are required to create and manage locations within Pinnacle. This process can either be actioned before or after parts are added onto the system. The advantage of creating locations first is that these can be applied to the part as soon as it is added to Pinnacle. Most yards that are using Pinnacle for the first time will create their locations first, then print the location tags and add these to the respective locations. Then when parts are added the locations are already available to add and the parts are placed into the respective locations.

Location Maintenance Screen

To access the Location Maintenance screen navigate to *Inventory > Utilities > Rack Label* Maintenance. Location labels may have different sections: Bin, X Coord, Y Coord and Z Coord. At least one character is required in the Bin field for all locations. The three coordinate fields are optional.

Below is a brief explanation of the **Location Maintenance Screen**:

- **Bin**: Must have at least 1 and may have as many as 15 alphabetical and numerical characters.

- **X, Y, and Z Coordinates**: May have up to four characters each but within a coordinate the characters must all be either numerical or alphabetical. That is, "AZQR" or "6734" but not "1GFT".

- If coordinates are used, the location will be displayed in Pinnacle Pro as four groups of characters separated by periods or dots. For example: "A01C78.AQFF.5784.ZZDX".

- Most location schemes when converted to Pinnacle Pro use only the Bin field.

- It is recommended that only alpha-numerical characters be used in locations. Avoid spaces, dashes, slashes, and similar characters.

- It is also recommended that location format be consistent. For example, all warehouse locations might be 6 characters such as "A01B89". The letters and numbers should also always be in the same location in the series. This will make sorting and filtering locations in Pro much easier. Since recyclers do not typically look at yard, warehouse, or "hold" locations in the same reports, variations in format between these groups might not cause problems. Within such groups, however, formats should be consistent.
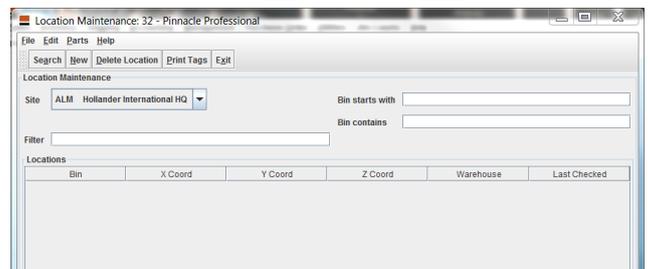
- The "Warehouse" status for locations apparently has no function in Pro other than as an identifier to help the user remember the location is not in the yard.
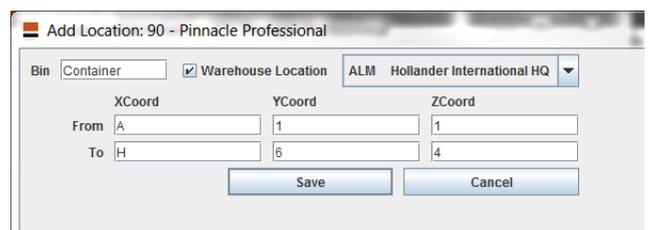
Adding a New Location

Before locations are added into Pinnacle you need to have a numbering strategy in place for your racks and shelves. For example you may use containers which are fitted with Racks and shelves to store your parts. We will create a bin name called 'Container'. There may be 8 of these so we can add this data to the X Coord as 'A' to 'H' Next we want to add the Racks, let's say we have 3 racks each side of the container, we will number these from 1 to 6; this data will form the Y Coord. In each rack there are 4 shelves which we will number 1 to 4; this data will form the Z Coord.

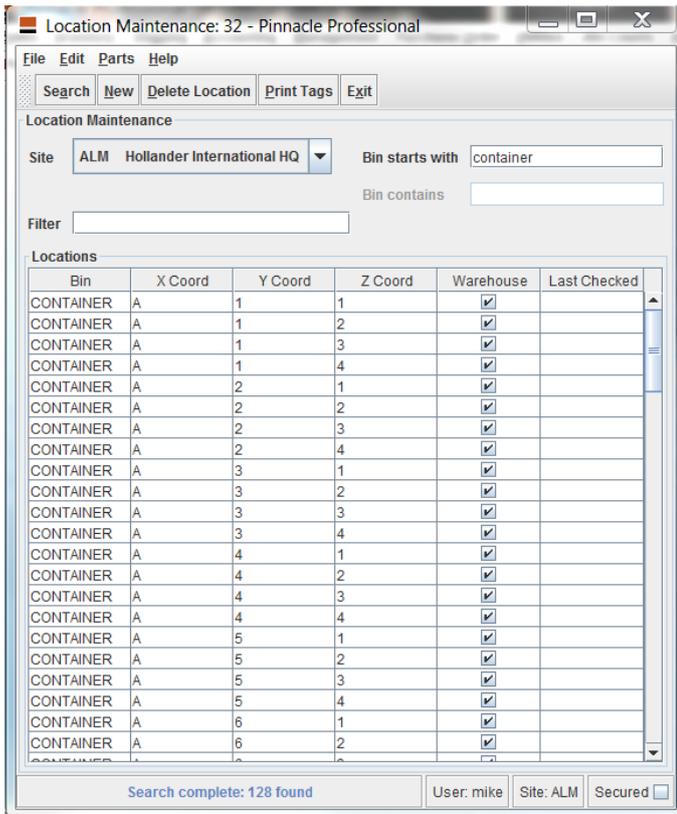To add this data to Pinnacle use the following process:

1. Go to *Inventory>Utilities>Rack Label Maintenance* to open the Location Maintenance: 32 screen:
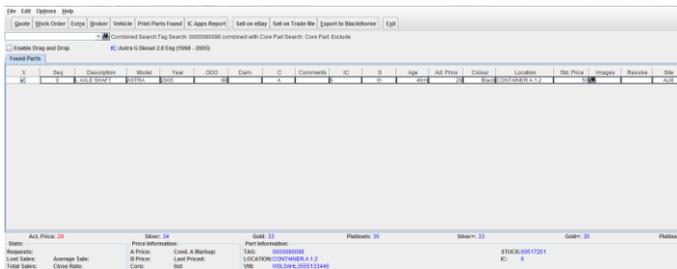

2. Click onto the **New** button to open the Add Location: 90 screen. This feature can add a large number of locations very quickly if the coordinates are used as described above:

a. Ensure that the correct site is selected if you are a Multi-Site.
b. To add one bin location at a time, simply enter the location in the bin box and click save.
c. To add multiple locations with coordinate system:
   i. Enter a Bin description.
   ii. Check the Warehouse box to create warehouse locations.
   iii. Enter the "From" and "To" coordinates and click the Save button.
   iv. Locations will be created in the following sequence:
   All locations will have the same bin. The first location will be labelled bin plus the coordinates. The second location will have the same X and Y coordinates as the first but the Z coordinate will be one number or letter higher. That sequence will continue until the range of Z coordinates has been use. Then the Y coordinate will advance one character and repeat the range of the Z coordinates. See the example below:

Note how locations with bins and coordinates are displayed on the Search Results screen below.

Edit a Location

To edit any location use the following process:

1. Go to *Inventory>Rack Label Maintenance* to open the Location Maintenance: 32 screen.
   a. Ensure that the correct site is selected if you are a Multi-Site.
   b. Use the *Bin starts with* or *Bin contains* boxes to search for the locations to be edited. These search features look only at the Bin section. At least one of these boxes must be used for each search.
   c. If used, the *Bin starts with* search field may have only 1 character.
   d. If used, the *Bin contains* search must have at least 2 characters.
   e. The Filter box applies only to the Bin section
2. Any location section can be edited by simply clicking into the appropriate column and row in the table of search results.
3. To delete a location, select it and click the Delete Location button. If a part has ever been sold or deleted

in a particular location, that location cannot be deleted; but the bin, coordinates, and Warehouse status can all be edited.

4. Keep in mind that if a location is changed, every record in Pro will also be changed. If a part in that location was invoiced before the location was changed, it will show the new location when looked up in Pro.

Delete a Location

To delete a location use the following process:

1. Pinnacle Pro will not allow a location to be deleted if a part in that location has ever been sold or deleted. However, the location's bin coordinates, and warehouse status may be edited. See the '*Edit a Location*' section above.
2. Go to *Inventory>Utilities>Rack Label Maintenance* to open the Location Maintenance: 32 screen.
3. Select the correct Site.
4. Use the *Bin Starts With* or *Bin contains* field to find the location or range of locations to be deleted.
5. Click **Search** and a list of locations meeting the criteria will appear.
6. Use the *Filter* field to filter the displayed locations by their bin field.
7. Highlight the desired rack location or locations. Use Shift + click or Ctrl + click to select multiple locations then click the **Delete Location** button to delete the selected locations.

Print Location Rack Labels

To print location labels use the following process:

1. Go to *Inventory>Utilities>Rack Label Maintenance* to open the Location Maintenance: 32 screen.
2. Select the correct Site.
3. Use the *Bin Starts With* or *Bin contains* field to find the location or range of locations to be printed.
4. Click **Search** and a list of locations meeting the criteria will appear.
5. Use the *Filter* field to filter the displayed locations by their bin field.
6. Highlight the desired rack location or locations. Use Shift + click or Ctrl + click to select multiple locations then click the **Print Tags** button to print labels for all of the selected locations.

If you have any questions regarding this Quick Reference or have any issues regarding Pinnacle please contact Support using the follow information:

eMail: support@hollandereu.com

Tel: +44(0)131 538 8999

Note: Before calling support please ensure that you have TeamViewer loaded, this application can be uploaded from the following site: https://www.**teamviewer**.com. When prompted select Basic Installation and Personal use.