

# AFO 245 - Locations

## 245.1 Introduction

The input location and print location of a purchase order can be the same but provision is made in the system allowing for them to be different.

Purchase orders can be input at locations A, B and C but they have to be printed at location C (on default printer 3) because, for example, this is the only location with a suitable printer. The input of purchase orders can be decentralised but it is possible to print and check them centrally.

### **Please note**

Defining a separate print location means that the temporary print files will have to be checked at that print location.

## 245.2 Input and control of locations for purchase order printing

When you select this AFO an input screen will be displayed but if locations have already been defined a survey screen will be displayed:

No	Location for input	Location for printing
1	BD	BD
2	BRA	BD
3	CEN	CEN
4	CL	BD
5	TST	TST
6	WP	BD

### Options on the screen

**Select no. (+)** - select a code (input location) and click on this option to its print location.

**New code** - use this option to input a new code; after choosing this option an input form will be displayed:

Enter / Modify

Location of entry

Print location

OK

Cancel

Help

## **Fields on the screen**

**Location of entry** - the location where order details are input. Enter as input location a location in your institution for which you can input shelfmarks in the cataloguing module.

**Print location** - the location where the purchase orders are printed. Enter the location where purchase orders from this input location are to be printed. The print location should also be a location where you can input shelfmarks in the cataloguing module. The input and print locations can of course be the same.

## **Please note**

A print location must be defined for each input location. Both the input and print locations should be defined as shelfmark locations for your institution.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>Creation</b>	
<b>2.0</b>	<b>May 2006</b>	<b>Various revisions</b>  <b>Delivered as part of build 17 set</b>	