

Location Flexfield: Combinations

Table of Contents

Table of Contents	1
Purpose	2
Selecting a Location	2
Questions?	8

Purpose

This document will outline how to use the **Combinations** function of the **Location Flexfield** to validate a location.

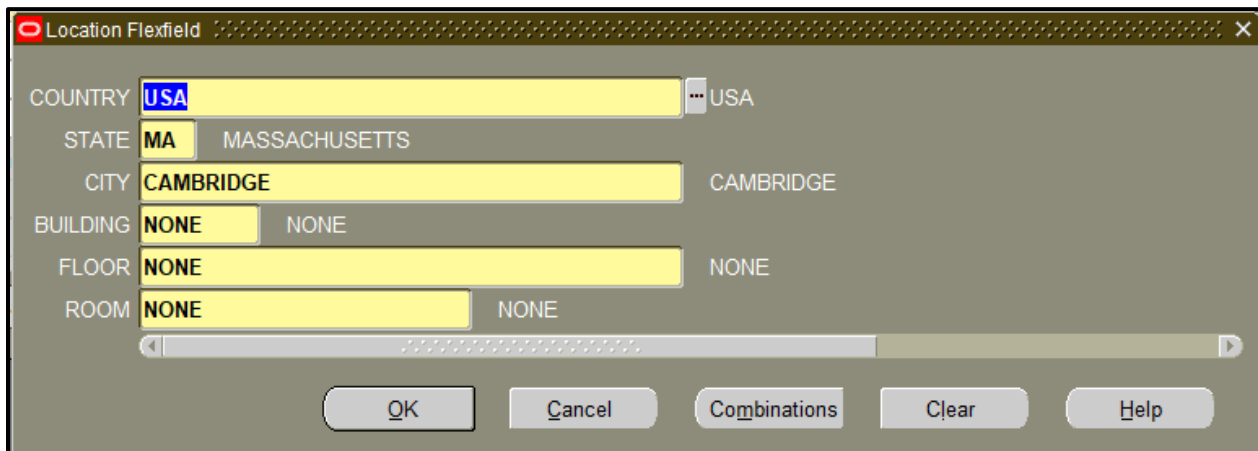
Selecting a Location

1. Select the **Location** field to reveal a **look-up button**.



2. Select the **look-up button** to display the **Location Flexfield**.

The first three fields (COUNTRY, STATE AND CITY) will default to USA, MA and CAMBRIDGE respectively. A user can change any of these values by selecting the appropriate field to reveal a **look-up button**. If a change must be made to the first three fields, repeat steps 3 – 6 as needed.


 A screenshot of a dialog box titled "Location Flexfield". The dialog contains several input fields:

- COUNTRY: USA (with a look-up button to the right)
- STATE: MA (with "MASSACHUSETTS" displayed to the right)
- CITY: CAMBRIDGE (with "CAMBRIDGE" displayed to the right)
- BUILDING: NONE (with "NONE" displayed to the right)
- FLOOR: NONE (with "NONE" displayed to the right)
- ROOM: NONE (with "NONE" displayed to the right)

 At the bottom of the dialog are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

4. Select the revealed **look-up button**.

i A new window will appear with context-sensitive location information for the selected field.

5. Select the appropriate listing for this field.

6. Select **OK**.

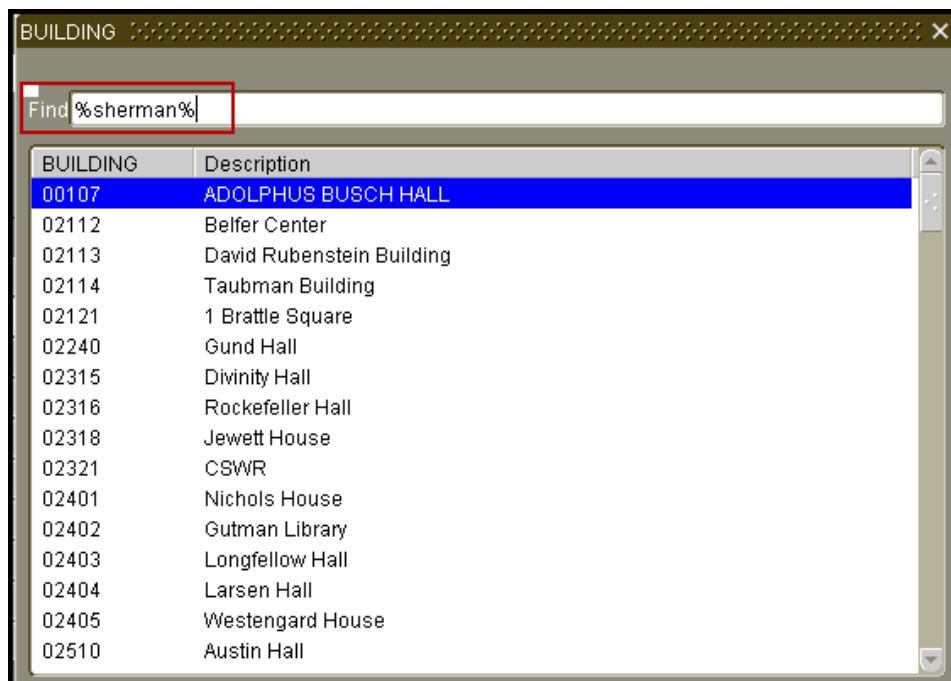
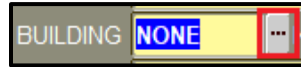
i You will return to the **Location Flexfield**.

i Buildings are defined within Centerstone (the single database repository of standardized and current electronic floor plans and space information representing all buildings that are owned and leased by Harvard University). If a location does not exist within Centerstone, it will not be available in OFA.

7. Select the **Building** field to display the **look-up button**.

i If the building is unavailable as an option, it does not exist in Centerstone. Select “NONE” and then, to ensure the location is available in the future, send a request to have the location added to Centerstone.

8. Select the **Building** field **look-up button**.



- i** In this example, there was a single search result found for “%sherman%”. This caused OFA to auto-fill the **BUILDING** field with the corresponding root and then returned the user to the **Location Flexfield**.

- i**
- i** Once a floor is selected, the room options displayed via the room **look-up button** will be context-sensitive to the building and floor selected.

Using the Combinations Feature

After following steps 1-10 of [Selecting a Location](#), we can use the Combinations feature to narrow down our search and ensure that a valid location, inside OFA, is being utilized.

1. In the **Location Flexfield**, select **Combinations**.

i The Enter Reduction Criteria for Long-List window will open.

Enter Reduction Criteria for Long-List

COUNTRY USA

STATE MA MASSACHUSETTS

CITY CAMBRIDGE CAMBRIDGE

BUILDING 04435 SHERMAN FAIRCHILD BIOCHEMISTRY

FLOOR NONE NONE

ROOM NONE NONE

OK Cancel Clear Help

Enter Reduction Criteria for Long-List

COUNTRY USA

STATE MA MASSACHUSETTS

CITY CAMBRIDGE CAMBRIDGE

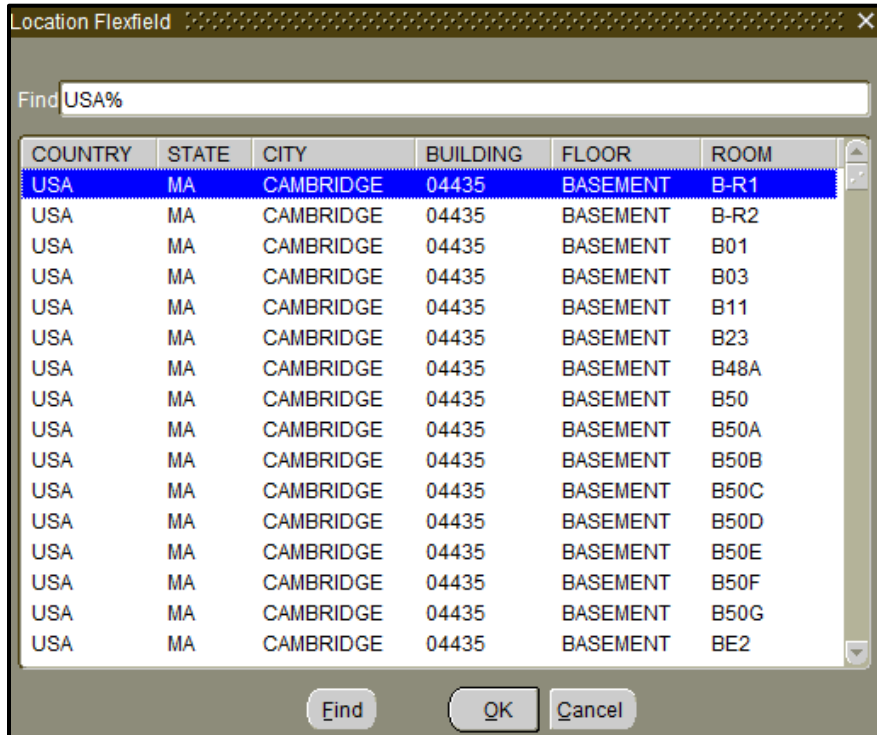
BUILDING 04435 SHERMAN FAIRCHILD BIOCHEMISTRY

FLOOR %

ROOM %

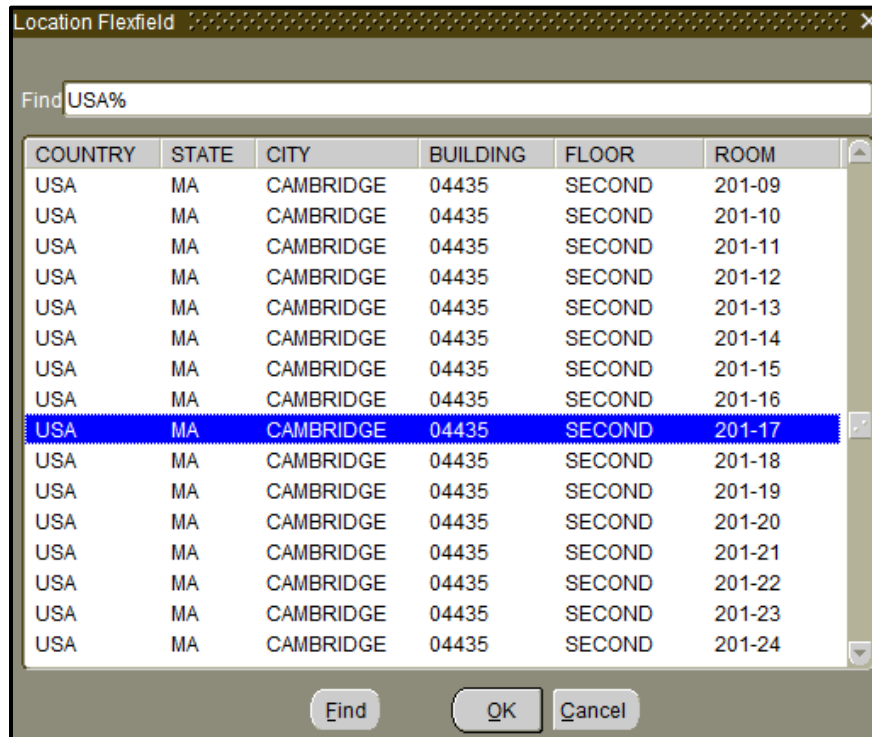
OK Cancel Clear Help

- i** A **Location Flexfield** window will open. This window displays all valid locations inside OFA, for the selected building.



4. Go through the list and select the location that corresponds with this item.

- i** If the building, floor, and/or room is unavailable as an option, it does not exist in Centerstone. Return to the previous window to select “NONE” and then, to ensure the location is available in the future, send a request to have the location added to Centerstone.



- i** The original window containing the **Location** field will now be re-displayed and the **Location** field has been filled with the combination that was selected in step 4.

Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.