Instructions for Finding a Location Code on FTVLOCN

Step 1: Go to Main (General) Menu of BanPrd INB Production.

Step 2: Type FTVLOCN in the Go To: box. Then, hit <Enter>.
Step 3: You are now in the query form FTVLOCN.

Step 4: Hit F7 or the Query Button. This will clear the form for a query entry.
Step 5: To find a location by building name: In Title field, enter %, then the name of the building (case sensitive) that the location code is for, such as Curry or HHP, then % again.

Step 6: Hit the F8 or Execute Query Button. Your query should give you all the locations with that name in it. The first 3-digits of location codes are the building code and the last 3 are the room number. Warning: You may also get locations not relative to your location as shown below in the building 247 Maude Gatewood Studio Arts Building search by ‘Studio’.
Step 7: To find a location by building code: If you know your 3-digit building code already, you may enter a query (F7) in the Location Code field instead of the Title field. Enter %, then that code and % again. An example would be for 045 Curry Building. Enter %045% and see your results when you hit F8 or Execute Query.