
AM.020.057 – ADDING ROOM NUMBER TO AN ASSET LOCATION

Purpose	To add a room number to an existing Asset Location.
Description	This process demonstrates how to add a room number to an existing Asset Location. The Location should already exist on the Location Definition page.
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on adding a room number to an asset location.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Set Up Financials/Supply Chain link.
4.	Click the Product Related link.
5.	Click the Asset Management link.
6.	Click the Physical Definitions link.
7.	Click the Location Definition link.
8.	Enter the SetID .
9.	In the Description drop down list, click the contains list item, enter description, then click Search . <i>Note: If the location code is known, then simply entering the code is acceptable.</i>
10.	Click an entry in the Description column.
11.	Enter the Effective Date and the Room #.
12.	Click the Save button.