



Search for Location — Criteria

Overview

The Property Accountability module Location process provides the ability to create, update, or delete the physical location of the assets.

Navigation

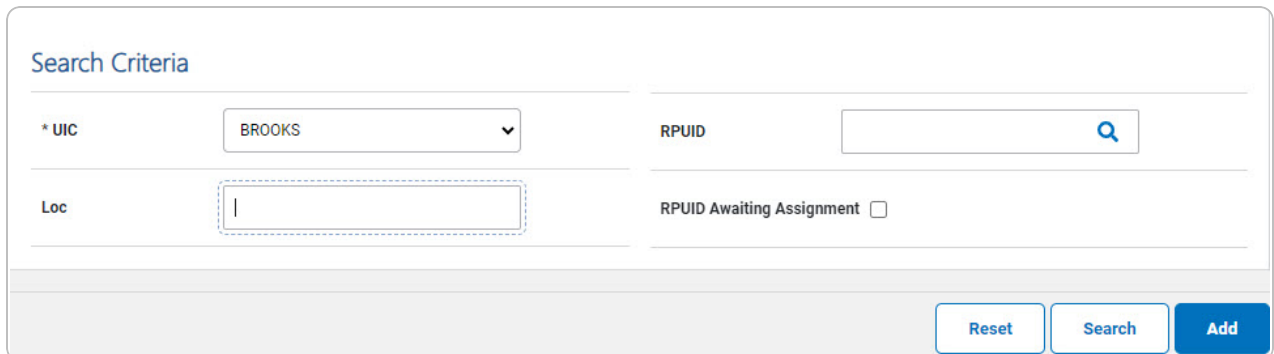
Master Data > Location > Location Search Criteria page


Procedures

Search for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields.



- Use  to select the UIC.
2. Select [Search](#). The **Location Search Results** page appears.





Search for Location — Results

Navigation

Master Data > Location > Search Criteria > > Location Search Results page

Procedures

Select a Location

Selecting at any point of this procedure removes all revisions and closes the page.

Selecting deselects the checked entries. Selecting selects all present entries.





- Select . The **Location Search Results** page appears.

Search Criteria

UIC	Loc
BROOKS	%

Search Results

Select	Loc
<input type="checkbox"/>	067Y4
<input type="checkbox"/>	0ACM1
<input type="checkbox"/>	1111A
<input type="checkbox"/>	15 S 30TH ST REAR U
<input type="checkbox"/>	1KR41
<input type="checkbox"/>	3D135
<input type="checkbox"/>	3THN4
<input type="checkbox"/>	6F0G1
<input type="checkbox"/>	AAQNN
<input type="checkbox"/>	AAQNNAAAA

1 2 3 4 5

- Click ☐ to select the desired location. The Location is selected for updating or deletion.

Helpful Tip



checks all locations on all pages. removes the check marks from all locations on all pages.

- Select . The **Location Delete** page appears.





OR

Select . The **Location Update** page appears.





Add a Location

Navigation

Master Data > Location > Search Criteria > > Location Add page

Procedures

Add a Location

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.





1. Select . The **Location Add** page appears.

Add

UIC	BROOKS
Installation Nbr	<input type="text"/>
Loc	TEST LOC
Installation Name	<input type="text"/>
RPUID	<input type="text"/>
Site Name	<input type="text"/>
Facility Address	<input type="text"/>
Facility Name	<input type="text"/>
Facility City	<input type="text"/>
Facility State	<input type="text"/>
Facility Zip Cd	<input type="text"/>
Status	Active <input type="button" value="v"/>
Print Label	<input type="checkbox"/>

2. Select . The **Location Transaction Status** page appears.





Update a Location

Navigation

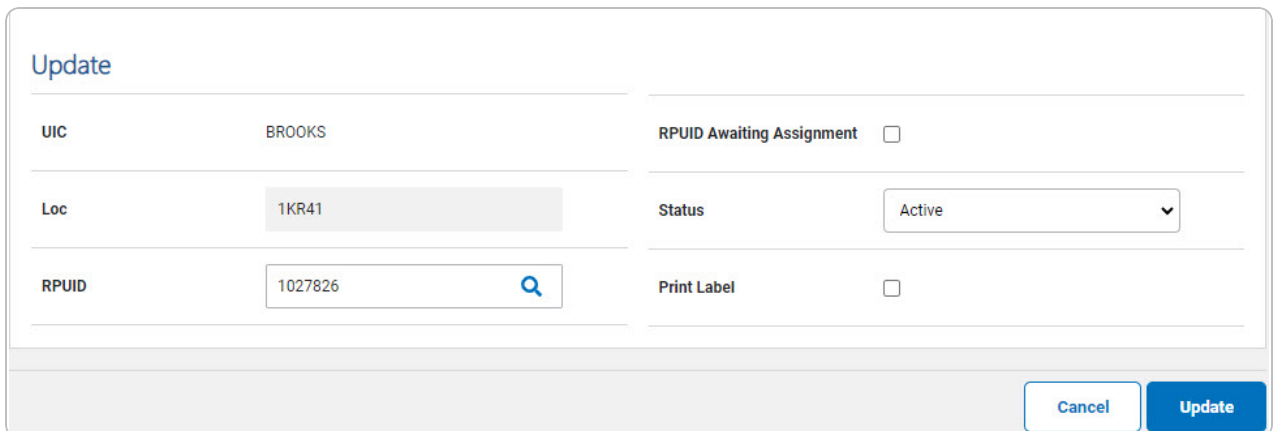
Master Data > Location > Search Criteria > > Search Results > ☐ (desired record(s)) > > Location Update page

Procedures

Update a Location

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Location Update** page appears.



Update			
UIC	BROOKS	RPUID Awaiting Assignment	<input type="checkbox"/>
Loc	1KR41	Status	Active
RPUID	1027826	Print Label	<input type="checkbox"/>
		<input type="button" value="Cancel"/> <input type="button" value="Update"/>	

2. Select . The **Location Transaction Status** page appears.





Delete a Location

Navigation

Master Data > Location > Search Criteria > > Search Results > ☐ (desired record (s)) > > Location Update page

Procedures

Delete a Location

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Location Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

UIC	BROOKS
Loc	<input type="text" value="3THN4"/>
RPUID	<input type="text"/>
Status	<input type="text" value="Active"/>

2. Select . The **Location Transaction Status** page appears.

