

## **Asset ID Prefix**

1. Navigate to the **Master Data > Asset Id Prefx Asgmt** menu path.

Search Criteria				
*UIC	E10124 💌			
Asset Id Prefix	Щ			
Add	Search	Reset		

- 2. Select the UIC for which the prefix is to be assigned.
- 3. Select Add (or Search when updating or deleting).

Add						
*UIC	E10124 💌	*Asset Id Prefix	П			
*Length	12	*Prefix Desc	IT EQUIPMENT			
*Last Seq Nbr	0					
Add Cancel						

- 4. Select the **UIC**. This field carries over for updates and deletes.
- 5. Assign the **Asset Id Prefix**. This must be unique across all of Web DPAS.
- 6. Enter the **Length** of the Asset Ids. The maximum length of an Asset Id is 12 characters.
- 7. Assign a Prefix Desc.
- 8. Enter the Last Seq Nbr.
- 9. Complete the process. **Asset Id Prefixes** cannot be changed. If a prefix was created in error, it must be deleted and the correct prefix added.



DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org