



Asset ID Prefix

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

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

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.

