



Location

1. Navigate to the **Master Data > Location** menu path.
2. Select your **UIC**. Search the UIC for all locations before creating a new location. Be careful not to create multiple location names for a single location. For example: *BLDG 10 SECT 15* and *BLD 10 SEC 15* appear as two different locations in Web DPAS.
3. Enter the **Location**. Be careful not to create a location that is too general. The location should be specific enough for the asset to be located. Sub locations can be used to further define the location.
4. Select the **Add** button (or **Search** for updating or deleting).
5. The default **Status** is set the *Active*; however, you set this value to *Inactive*. If you set a location to *Inactive*, it will not be deleted. However, it cannot be used in future transactions unless it is reactivated.
6. If you wish to print a location label for this location, select the **Print Label** checkbox. Selecting the **Print Label** checkbox places a request on the **Print AIT Labels Requested** tab for future formatting and printing of that label.
7. Complete the process. You cannot correct the location from the **Update** process. Instead, you must recreate the location. Locations cannot be deleted if there are still assigned assets.

Locations must be built prior to their use in other Web DPAS processes.

Locations identify where assets physically reside. Locations must be built before an asset can be added.

Search Criteria	
* UIC	E10124 ▼
Loc	BLDG 398
Add Search Reset	

Add	
UIC	E10124
Loc	BLDG 398
Status	Active ▼
Print Label	<input type="checkbox"/>
Add Cancel	

