AM-06

Asset Relocation

From the WorkDesk, select Asset Management > Master Asset Profile > Search for the Asset.



1. To relocate an asset, Click: EDIT. From View menu, click: Relocation

Assets are assigned new property-location values through the relocation screen. This action builds a historical trail of where the asset has been in use.

2. Click: ADD

AiM Relo	ocation						About Logout
Done	Cancel						
0002							
SERETEAN CENTER FOR THE PERFORMING ARTS							
Relocation							Add
Sequence	Region	Facility	Property	Location	Warehouse	Bin	Relocation Date
1844	OSU-STILLWATER	CENTRAL CAMPUS	0002				Jul 21, 2014 02:14

- 3. Enter **Region,** Click: ^O zoom. Select one.
- 4. Select Facility
- 5. Select Property
- 6. Select **Location**. Once selected, you will return to the Relocation screen and all data selected will auto-populate into the correct fields.

Region	Q
Facility	Q
Property	Q

- 7. Click: DONE
- 8. Click: SAVE