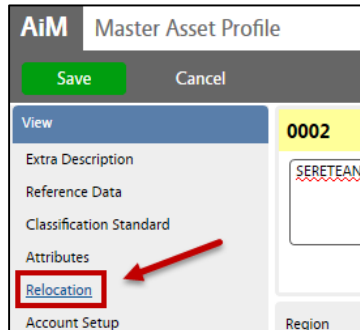


## Asset Relocation

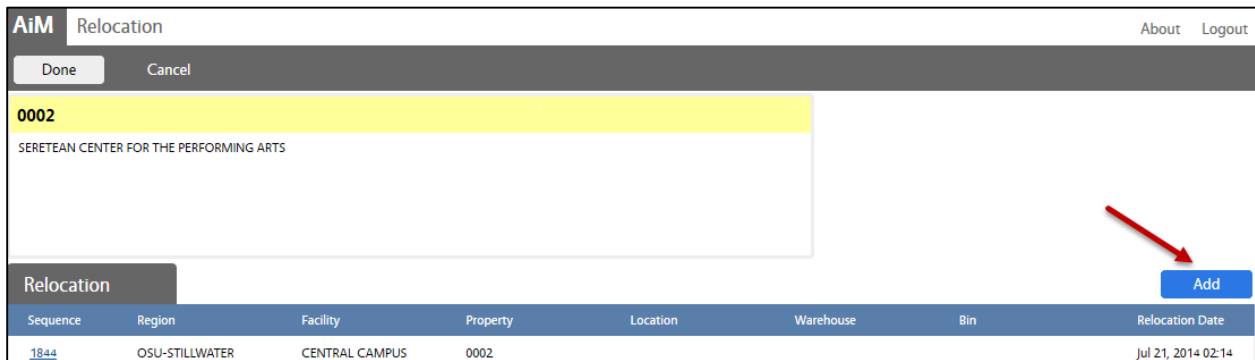
From the WorkDesk, select **Asset Management > Master Asset Profile > Search for the Asset.**






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**



3. Enter **Region**, Click:  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.
7. Click: **DONE**
8. Click: **SAVE**

Region	<input type="text"/>	
Facility	<input type="text"/>	
Property	<input type="text"/>	