Add Location to Property Profile

- 1. From the WorkDesk, select **Property** in the Module list.
- 2. Click: Property Profile
- 3. Locate the Property Profile, click: Search
 - a. Enter desired Parameters, click: Execute
- 4. Select a Property, click: property text link (e.g. 001)
- 5. From Property Profile, click: Edit



AiM Property Profile									About	Logout
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- 6. Under Location, click: Add
 - a. Location Enter an ID (e.g. Roof, Basement, Room #)
 - b. **Description** Enter details or copy location ID and paste
 - c. Add another location, click: ADD or Click: DONE, to return to the Property Profile screen.
- 7. On the Property Profile screen, click: SAVE

Assign existing assets to this New location (For more details - Relocation of Assets.doc):

- 1. From the WorkDesk, click: Asset Management Module > Master Asset Profile. Search for Asset
- 2. From the Master Asset Profile screen, Click: EDIT
- 3. Select View (Left Menu), click: Relocation. Click: Add
- 4. Enter Region, Click: Q zoom to select. Select Facility, Select Property,-Optional- Select Location
- 5. Click: DONE
- 6. Click: SAVE