Search for Location — Criteria

Overview

The Property Accountability module Location process provides the ability to create, update, or delete the physical location of the assets.

Navigation

Master Data > Location > Location Search Criteria page

Procedures

Search for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields.

Search Criteria	
* UIC	BROOKS ⌄
RPUID	🔍
Loc	
RPUID Awaiting Assignment ☐	
	Reset Search Add

    - Use ⌄ to select the UIC.

2. Select [Search]. *The **Location Search Results** page appears.*

Search for Location — Results

Navigation

Master Data > Location > Search Criteria > [Search] > Location Search Results page

Procedures

Select a Location

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*

Selecting [Deselect All] *deselects the checked entries. Selecting* [Select All] *selects all present entries.*

1. Select [Search]. *The **Location Search Results** page appears.*

    ## Search Criteria

    UIC
    BROOKS

    Loc
    %

    ## Search Results

Select	Loc
☐	067Y4
☐	0ACM1
☐	1111A
☐	15 S 30TH ST REAR U
☐	1KR41
☐	3D135
☐	3THN4
☐	6F0G1
☐	AAQNN
☐	AAQNNAAAA

    1 2 3 4 5

    [Cancel] [Deselect All] [Select All] [Delete] [Update]

2. Click ☐ to select the desired location. *The Location is selected for updating or deletion.*

    > **Helpful Tip**
    >
    > [Select All] checks all locations on all pages. [Deselect All] removes the check marks from all locations on all pages.

    Select [Delete]. *The **Location Delete** page appears.*

3.

OR

Select Update . *The **Location Update** page appears.*

Add a Location

Navigation

Master Data > Location > Search Criteria > **Add** > Location Add page

Procedures

Add a Location

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Add] . *The **Location Add** page appears.*

2. Select [Add] . *The **Location Transaction Status** page appears.*

Update a Location

Navigation

Master Data > Location > Search Criteria > [Search] > Search Results > ☐ (desired record (s)) > [Update] > Location Update page

Procedures

Update a Location

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Update]. *The* **Location Update** *page appears.*

Update		
UIC	BROOKS	RPUID Awaiting Assignment ☐
Loc	1KR41	Status: Active
RPUID	1027826 🔍	Print Label ☐
		Cancel Update

2. Select [Update]. *The* **Location Transaction Status** *page appears.*

Delete a Location

Navigation

Master Data > Location > Search Criteria > [Search] > Search Results > ☐ (desired record (s)) > [Delete] > Location Update page

Procedures

Delete a Location

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Delete] . *The* **Location Delete** *page appears.*

To complete delete action, select Delete; otherwise, select Cancel

Delete

UIC	BROOKS
Loc	3THN4
RPUID	
Status	Active

Cancel   **Delete**

2. Select **Delete** . *The* **Location Transaction Status** *page appears.*