

---

## AM.020.057 – ADDING ROOM NUMBER TO AN ASSET LOCATION

<b>Purpose</b>	To add a room number to an existing Asset Location.
<b>Description</b>	<p>This process demonstrates how to add a room number to an existing Asset Location. The Location should already exist on the Location Definition page.</p> <p>If the Location does not exist, see the <a href="#">Updating Lease Information on Leased Assets</a> job aid or more information to add the Location.</p>
<b>Security Role</b>	<b>BOR_AM_MAINTENANCE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on adding a room number to an asset location.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Set Up Financials/Supply Chain</b> link.
4.	Click the <b>Product Related</b> link.
5.	Click the <b>Asset Management</b> link.
6.	Click the <b>Physical Definitions</b> link.
7.	Click the <b>Location Definition</b> link.
8.	Enter the <b>SetID</b> .
9.	In the <b>Description</b> drop down list, click the <b>contains</b> list item, enter description, then click <b>Search</b> .  <i><b>Note:</b> If the location code is known, then simply entering the code is acceptable.</i>
10.	Click an entry in the <b>Description</b> column.
11.	Enter the Effective Date and the Room #.
12.	Click the <b>Save</b> button.