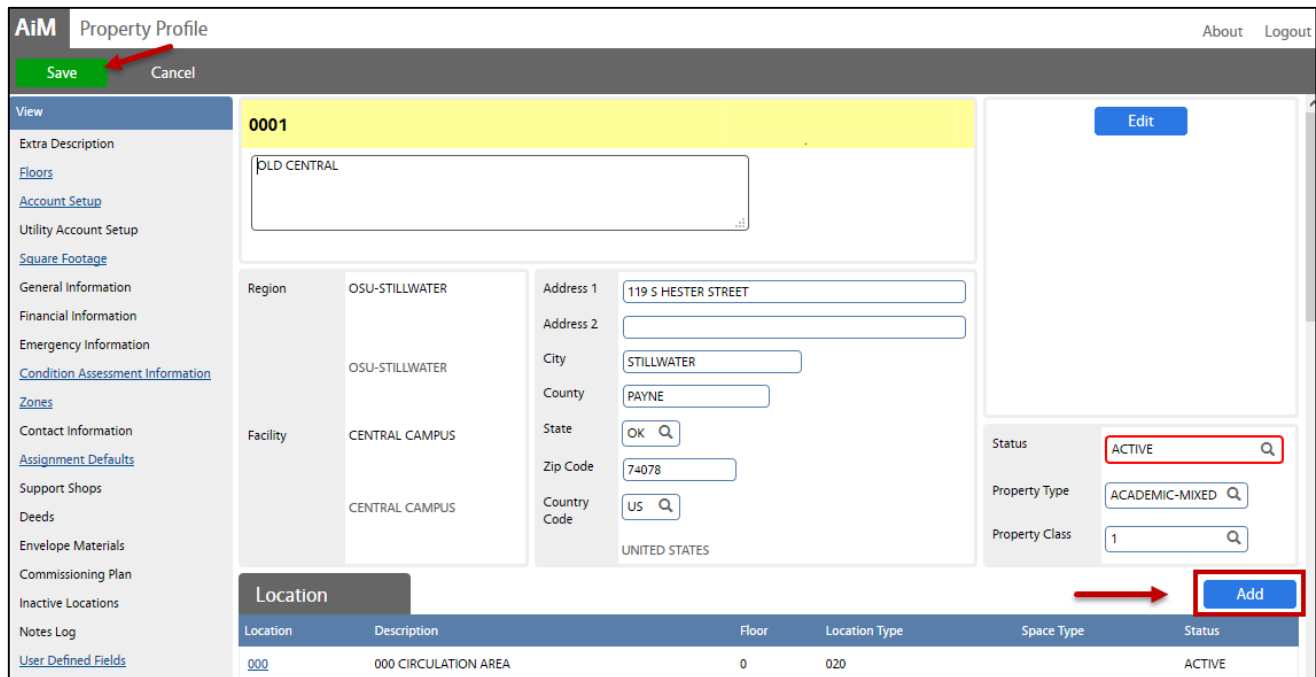
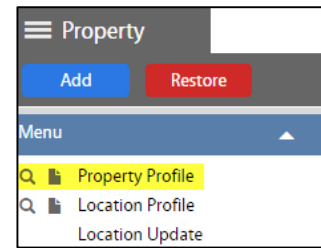


Add Location to Property Profile

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**



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: zoom to select. Select **Facility**, Select **Property**, **Optional**– Select **Location**
5. Click: **DONE**
6. Click: **SAVE**