

How to Update the Asset Location

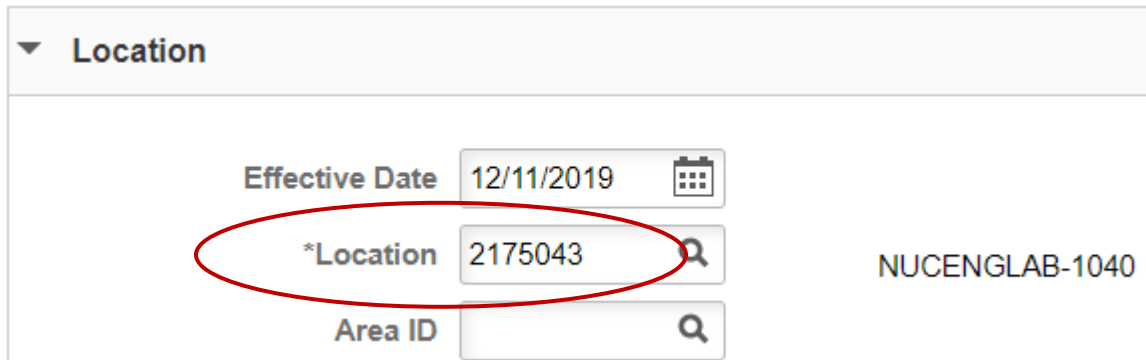
1. Click the **Location/Comments/Attributes** tab



2. Under the **Location** section, click the  icon on the top right corner of this section



3. Click the  icon next to **Location field**



4. In the pop-up, type the room number in the **Room field**, then click **Look Up** or press enter
 - a. You can also search by the Building Number (beings with 1xxxxxx), Description, or the Location Code (beings with 2xxxxxx) if you know them.



Look Up Location

SetID: UMICH

Location Code: begins with

Description: begins with

Building #: begins with

Address Line 1: begins with

Room: begins with

[Basic Lookup](#)

- A list will appear with all possible locations that correspond with the values you entered; select your location from this list

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Location Code	Description	Building #	Address Line 1	Room	Room Type	Description
1000005	ARB RESID	1000005	NICHOLS ARBORETUM RESIDENCE	(blank)	(blank)	(blank)
1000006	ARB SHED	1000006	NICHOLS ARBORETUM STORAGE SHED	(blank)	(blank)	(blank)
1000007	ARB GARAGE	1000007	NICHOLS ARBORETUM GAR WRKSHP	(blank)	(blank)	(blank)
1000010	BURNHAM	1000010	BURNHAM HOUSE	(blank)	(blank)	(blank)
1000040	OH GODDARD	1000040	OH GODDARD HALL	(blank)	(blank)	(blank)
1000041	OH VANDNBG	1000041	OH VANDENBERG HALL	(blank)	(blank)	(blank)
1000042	OH CHEEVER	1000042	OH ADELIA CHEEVER RESIDENCE	(blank)	(blank)	(blank)
1000043	OH GEDDES	1000043	OH GEDDES RESIDENCE	(blank)	(blank)	(blank)
1000044	OH EMANUEL	1000044	OH JULIA E EMANUEL RESIDENCE	(blank)	(blank)	(blank)

- Click **Save** at the bottom left corner of the screen