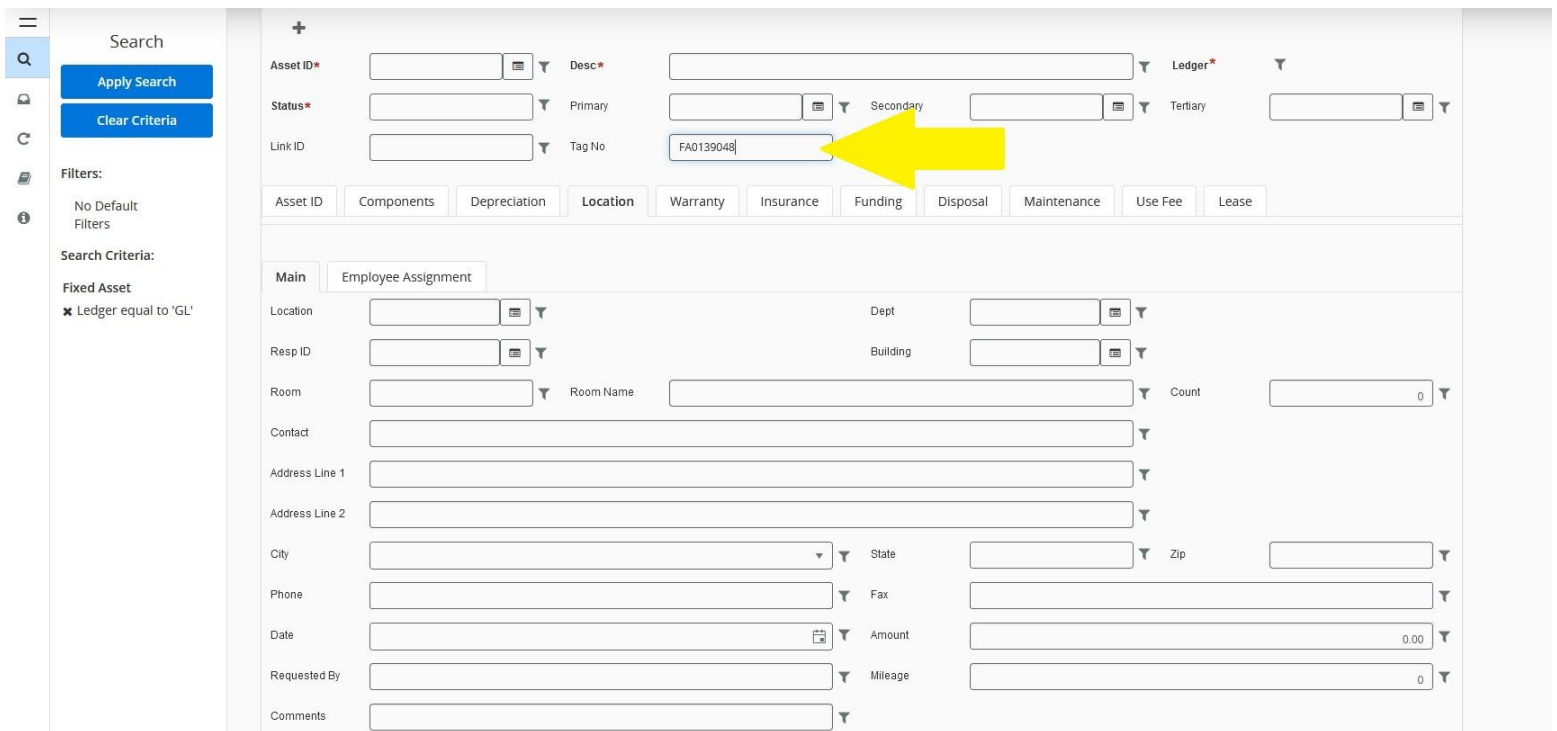


## How to update a fixed assets room change:

1. Under “Fixed Assets Update” click on Fixed Asset Information.

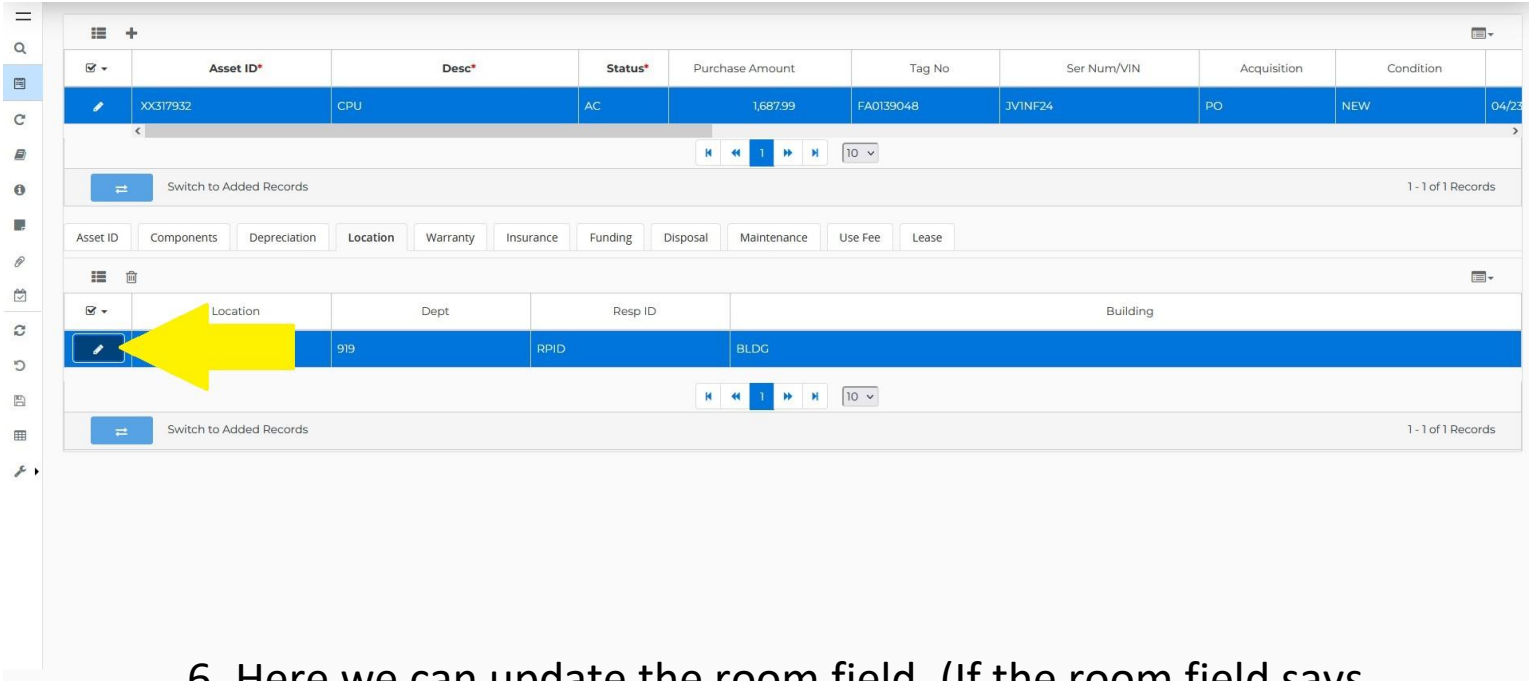


2. Type the tag number of the item you will be updating.
3. Click on “Apply Search” when ready.



A screenshot of the "Fixed Asset Information" form. The form is divided into several sections. At the top, there are fields for "Asset ID\*", "Desc\*", "Ledger\*", "Status\*", "Primary", "Secondary", "Tertiary", and "Link ID". The "Tag No" field contains the value "FA0139048" and is highlighted with a yellow arrow. Below these fields are tabs for "Asset ID", "Components", "Depreciation", "Location", "Warranty", "Insurance", "Funding", "Disposal", "Maintenance", "Use Fee", and "Lease". The "Main" tab is selected, and the "Employee Assignment" sub-tab is active. The form contains various input fields for "Location", "Dept", "Resp ID", "Building", "Room", "Room Name", "Count", "Contact", "Address Line 1", "Address Line 2", "City", "State", "Zip", "Phone", "Fax", "Date", "Amount", "Requested By", "Mileage", and "Comments".

4. Once we find our item, click on the “Location tab.”
5. Next click on the edit button which looks like a pencil icon.



6. Here we can update the room field. (If the room field says “new” please update.
7. IMPORTANT: The room number is confined to 4 digits, letters and/or numbers and if the room number is less than 4 digits add 0’s to it. For example, A21 = A021, 001 = 0001, P1 = P001, Principal Office = PRIN, Cafeteria = CAFE, Dyslexia = DYSL, Special Education = SPED, Assistant Principal = ASPR, Custodial = CUST.

