
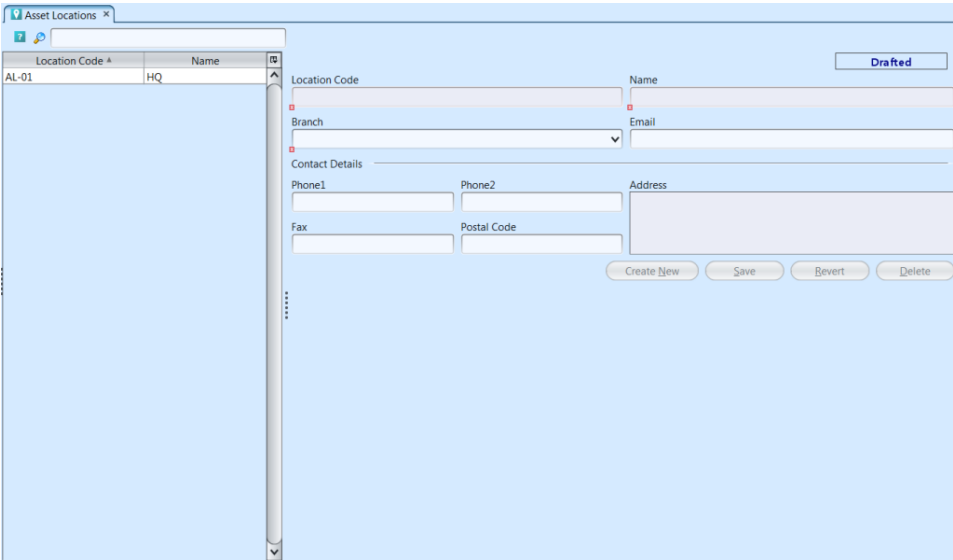


# Asset Locations

Asset Locations view allows user to create and manage locations for company’s assets for easier tracking.

Below actions are available under **“Asset Locations”**:

 Create new asset location, update, delete, view and search for location details, close



Field Name	Description	Mandatory Information
Location Code	Custom code for the asset location	Y
Name	Name of the asset location	Y
Branch	In which branch of the company is this location	Y
Email	Self-explanatory	N
Phone1	Self-explanatory	N
Phone2	Self-explanatory	N
Fax	Self-explanatory	N
Postal Code	Self-explanatory	N
Address	Self-explanatory	Y

## Create New Asset Location

1. Click **“Create New”** button at the right side of

screen

The screenshot shows the 'Asset Locations' form. On the left, a table lists existing locations: AL-01 (HQ) and AL-02 (Warehouse). The main form area is for creating a new location. It includes fields for Location Code (AL-01), Name (HQ), Branch (HQ - Head Office), Email, Phone1, Phone2, Address (203B Henderson Road #02-06, Singapore 159546), Fax, and Postal Code. At the bottom right, there are buttons: 'Close Asset Location', 'Create New' (highlighted with a red box), 'Save', 'Revert', and 'Delete'. A 'Confirmed' button is at the top right.

2. Fill up location's information on right side of screen

3. Click **"Save"** button at the right side of screen when done

4. Click **"Confirm Location"** button at the right side of screen to confirm the location

The screenshot shows the 'Asset Locations' form with a 'Drafted' status. The table on the left now includes AL-01 (HQ) and AL-02 (Warehouse). The main form area shows details for a new location: Location Code (AL-02), Name (Warehouse), Branch (HQ - Head Office), Email, Address (AZ @ PL #01-02), and buttons for 'Save', 'Revert', and 'Delete'. A 'Confirm Asset Location' button is highlighted with a red box. A 'Confirm approval?' dialog box is open in the center, asking 'Are you sure you want to approve a document(s)?' with 'Yes' and 'No' buttons.

## Update Asset Location Details

1. Click on location to be updated, it will bring up the selected location details on the right side of the screen

2. Click **"Save"** button at the right side of the screen when done with the updates

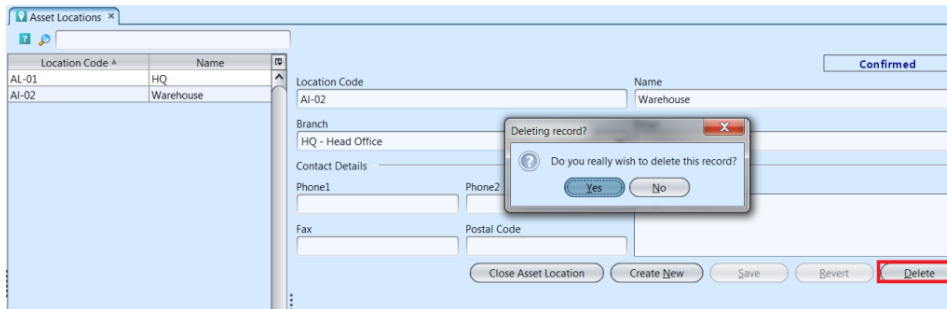
## Delete Asset Location

1. Click on location to be deleted, it will bring up

the selected location on the right side of the screen

2. Click on ***“Delete”*** button at the right side of screen

3. Click on ***“Yes”*** button on the pop-up window to confirm location deletion



## View and Search for Asset Location Details

1. Enter search parameter to filter the result, i.e. type in the location name in the search textfield box at the top left of the locations' table

2. Click on location to view, it will bring up the selected location details on the right side of the screen

## Close Asset Location

1. Click on location to be closed, it will bring up the selected location on the right side of the screen

2. Click on ***“Close Asset Location”*** button at the right side of screen

3. Click on ***“Yes”*** button on the pop-up window to confirm asset location closing

Asset Locations

Location Code *	Name
AL-01	HQ
AI-02	Warehouse

Location Code

AI-02

Name

Warehouse

Branch

HQ - Head Office

Email

Address

AZ @ PL #01-02

Confirmed

Confirm closing?

Are you sure you want to close a document(s)?

Yes

No

Close Asset Location

Create New

Save

Revert

Delete

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