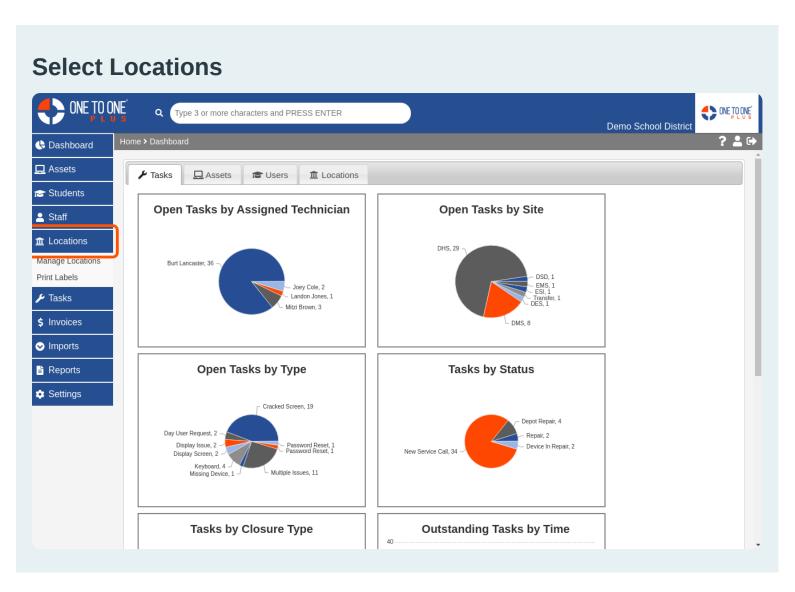
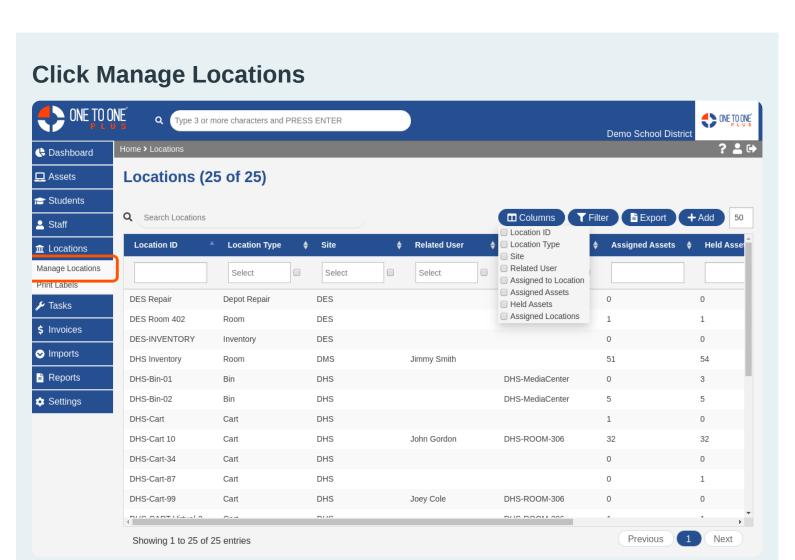
# **Manage/Edit Locations**

Author: Burt LancasterUpdated: 5 years ago





# **Use Fields to Filter Results** ONE TO ONE ONE TO ONE Type 3 or more characters and PRESS ENTER Demo School District **(**Control of the control of the con Assets **Locations (25 of 25)** Students Search Locations ■ Columns **T** Filter **Export** ■ + Add 50 Staff Location ID Location ID Location Type Site Related User **Location Type Assigned Assets** Held Asse **≜** Locations Site Manage Locations Related User Select Select Assigned to Location Print Labels Assigned Assets DES Repair Depot Repair DES 0 ☐ Held Assets Tasks Assigned Locations DES Room 402 DES 1 Room \$ Invoices DES-INVENTORY DES 0 Inventory 0 Imports DHS Inventory DMS Jimmy Smith 51 54 ■ Reports 3 DHS-Bin-01 Bin DHS DHS-MediaCenter 0 DHS-Bin-02 Bin DHS DHS-MediaCenter 5 5 Settings DHS-Cart DHS DHS-Cart 10 DHS John Gordon DHS-ROOM-306 32 32 Cart DHS-Cart-34 DHS 0 Cart 0 DHS-Cart-87 DHS 0 DHS DHS-Cart-99 Cart Joey Cole DHS-ROOM-306

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### Click on Columns to Select Fields and Customize Your View ONE TO ONE ONE TO ONE Type 3 or more characters and PRESS ENTER Demo School District **Dashboard** Locations (25 of 25) Assets Students Search Locations Columns **▼** Filter **Export** ■ + Add 50 Staff Location Type Location Type Location ID Site Related User **Assigned Assets** Held Asse Site Manage Locations Related User Select Assigned to Location Print Labels Assigned Assets DES Repair Depot Repair DES 0 🔑 Tasks ☐ Held Assets Assigned Locations DES Room 402 DES 1 1 Room \$ Invoices DES-INVENTORY 0 Inventory DES 0 Imports DHS Inventory DMS Jimmy Smith 51 54 Reports DHS-Bin-01 DHS DHS-MediaCenter 0 3 Bin DHS-Bin-02 Bin DHS DHS-MediaCenter 5 5 Settings DHS-Cart DHS DHS-Cart 10 DHS DHS-ROOM-306 32 Cart John Gordon 32 DHS-Cart-34 DHS 0 Cart 0 DHS-Cart-87 DHS 0 Joey Cole DHS-Cart-99 DHS DHS-ROOM-306 Cart

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# Click on Export to Generate a CSV File ONE TO ONE ONE TO ONE Type 3 or more characters and PRESS ENTER Demo School District **(**Control of the control of the con **Locations (25 of 25)** Assets Students Search Locations ■ Columns **T** Filter Export | + Add 50 Staff Location ID Site Location ID **Location Type** Related User Location Type **Assigned Assets** Held Asse **≜** Locations Site Manage Locations Related User Select Assigned to Location Print Labels Assigned Assets DES Repair Depot Repair DES 0 ☐ Held Assets Tasks Assigned Locations DES Room 402 DES 1 Room \$ Invoices DES-INVENTORY DES 0 Inventory 0 Imports DHS Inventory DMS Jimmy Smith 51 54 Reports DHS-Bin-01 DHS DHS-MediaCenter 0 3 Bin DHS-Bin-02 DHS DHS-MediaCenter 5 5 Bin Settings DHS-Cart DHS DHS-Cart 10 DHS John Gordon DHS-ROOM-306 32 32 Cart DHS-Cart-34 DHS 0 Cart 0 DHS-Cart-87 DHS 0 Joey Cole DHS-Cart-99 DHS DHS-ROOM-306 Cart

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### **Select a Location to View Detailed Information** ONE TO ONE ONE TO ONE Type 3 or more characters and PRESS ENTER Demo School District **(**Control of the control of the con Locations (25 of 25) Assets Students Search Locations ■ Columns **T** Filter **Export** ■ + Add 50 Staff Location ID Location ID **Location Type** Site Related User Location Type **Assigned Assets** Held Asse Site Manage Locations Related User Select Select Assigned to Location Print Labels Assigned Assets DES Repair Depot Repair DES 0 🔑 Tasks ☐ Held Assets Assigned Locations DES Room 402 DES 1 1 Room \$ Invoices DES-INVENTORY DES 0 Inventory 0 Imports DHS Inventory DMS Jimmy Smith 51 54 Reports DHS-Bin-01 DHS DHS-MediaCenter 0 3 Bin DHS-Bin-02 DHS DHS-MediaCenter 5 5 Bin Settings DHS-Cart DHS DHS-Cart 10 DHS John Gordon DHS-ROOM-306 32 Cart 32 DHS-Cart-34 DHS 0 Cart 0 DHS-Cart-87 DHS 0 Joey Cole DHS-Cart-99 DHS DHS-ROOM-306 Cart

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