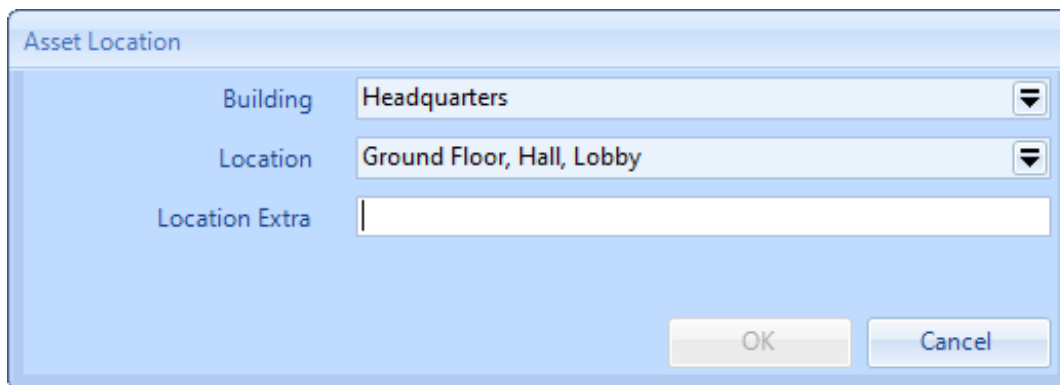


Change Asset Location

Wed, Jan 17, 2024 [Asset Sub Menu](#)

There may be an occasion when the location details of an Asset are required to be changed. This could be because it has moved its position within the Building, or it may even have moved to an entirely different Building. Rather than having to open up the whole Asset and change the details here, click the "Change Asset Location" button.

1. This is the Asset Location screen. Here, it is possible to modify the Building and the Location of the Asset. Just choose the desired locations from each of the fields and, once ready, click "OK" to apply the changes.



The screenshot shows a dialog box titled "Asset Location". It has three input fields on the left side: "Building" with a dropdown menu showing "Headquarters", "Location" with a dropdown menu showing "Ground Floor, Hall, Lobby", and "Location Extra" with an empty text input field. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=123>