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Overview
The Location is defined as the actual room number within a building and differs from Ship to Location which refers to the campus.
Enter a New Location

Navigate to Set Up
Financials/Supply Chain
> Common Definitions
> Location > Location

1. Click the Add a New Value tab

The Location page displays.

2. Enter the new location code.

Note: the first characters are letters with the room number following without spacing designating the building.

Codes for the buildings are as follows:

AE: Art and Education
BT: Business Technology
WA: Warren Hall
MI: Meikeljohn
SCN: North Science
SCS: South Science
TR: Trailers
PE: Physical Ed and Gym
LI: Library
CY: Corporation Yard
FM: Facilities Management
SHC: Student Health Center
MB: Music Building
RO: Robinson Hall
PH: Pioneer Heights
DC: Dining Commons
TH: Theatre
UU: University Union
3. Click Add

The Location Definition section displays.

4. Enter Effective Date *(It defaults to current date)*

5. Enter Description *(For example, a training room for University Advancement could read UNIV ADV TRAIN)*

You may also wish to enter the phone number of a contact, etc.
6. Click the Location Detail tab to make notes about the room

The Location Detail section displays.

7. Enter information in the Location Detail area (This could be contact, problems gaining entry etc)

8. Click Save

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).