Creating a Location Change Document in KUALI.

**PURPOSE:** Changing the building and/or room number of an asset.

From the Main Menu screen, click on **Capital Assets**.

In the **Reference** box, click on the **Asset** link.

The Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.
When the search results are retrieved, confirm it is the correct asset and click on **Edit** in the actions box.

![Asset Lookup form](image)

An Asset Edit Document will open.

**DOCUMENT OVERVIEW**

**OVERVIEW**

*Description*

*Explanation*

**ASSET DETAIL INFORMATION**

**PREVIOUS**

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Asset Description</th>
<th>Asset Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>506378</td>
<td>UV FLUORESCENCE UV ANALYZER</td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED**

<table>
<thead>
<tr>
<th>Asset Number</th>
<th>Asset Description</th>
<th>Asset Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>506378</td>
<td>UV FLUORESCENCE UV ANALYZER</td>
<td></td>
</tr>
</tbody>
</table>

Enter a **Description** in the **Document Overview** tab. **Example:** Location change.

Use the **Explanation** field (also located in the **Document Overview** tab) to provide any specific notes regarding the location change. **Example:** Asset was moved to a new lab.

In the **Asset Location** tab, enter the proposed **Building Code** and/or **Building Room Number** fields. Search for these codes by clicking on the magnifying glass icon and searching by building name.
Provide any notes and attachments in the **Notes and Attachments** tab. You must click on the **Add** button or you will lose the attachment.

Click on submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.