

## **CHANGE FUNCTIONAL LOCATION IN EQUIPMENT MASTER**

**Portal Path: Fleet - Fleet (Vehicles/Equipment) – Change Equipment**

**Equipment Number – (i.e. 1008539) ENTER**

**Structure Tab**

**Functional Location – click on ICON on right (change installation location)**

**Dismantle – click green check mark**

**Functional Loc. – click on the drop-down box to search for new functional location**

**Functional Location Field – input 1400-L000-(ie. WY00\*)**

**Start Search**

**List of functional locations will be displayed (look for the location of the actual office ending with State only – this is for equipment only) (Select Fast Coding for appropriate MV)**

**Hilight the functional location**

**Click on the green check mark**

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**The functional location selected will then default in the Functional Loc. Field.**

**SAVE**