

Athena Locations: Adding a Location

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NOTE: If you are looking to activate or deactivate an already created item [click here](#).

This article is used for Adding a new Location in the Location app in Athena.

1. [Log in to Athena](#)
2. Select **Locations** from the navigation menu.

NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.

The screenshot shows the Athena Home dashboard. At the top, there is a navigation bar with the Athena logo, "Athena Home", and links for "Help" and "Log Out". Below the navigation bar, there is a "Welcome to Athena" message. The main content area is divided into two columns. The left column contains a "Knowledge + Intelligence" section with a description of Athena and a link to contact the Help Desk. The right column contains a "New decade, new look!" announcement. Below these sections, there is an "App Links" section with icons for various apps: Documents (DOC), Hours, Images (IMG), Locations (LOC), Pages (PGS), Profiles (PPL), and Story. Each icon is accompanied by its respective label.

3. Click **Add Location**.

The screenshot shows the Athena Locations table. The table has four columns: ID, Name, Updated, and Actions. The data is as follows:

ID	Name	Updated	Actions
777	OL 1108 Complex	2/20/2018	
892	OL 2100 Complex	2/20/2018	
668	CEN 4102	2/20/2018	
26	McIntyre Library	2/20/2018	
709	CEN 4508	2/20/2018	
1073	HHH 175	2/20/2018	
1074	CEN 4712	2/20/2018	

4. Choose a **Parent Location** from the drop-down menu.

NOTE: When selecting a parent location, choose the building or office that most specifically identifies where the location is (i.e. if adding Schofield 130C, the parent location would be Schofield 130 Complex).

ΑΙΘΗΣΙΑ Locations Help Log Out

New Location

Parent Location
— Choose one —

← CANCEL SAVE

5. Click **Save**.
 6. Proceed to the [Content tab](#).
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