Athena Locations: Editing a Location: Content Tab

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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.

NOTE: If you are looking to activate or deactivate an already created item click here.

This article is used for editing the Content tab of a Location in the Location app in Athena.

1. Edit the *Name* of the location as desired.

    NOTE: If the location is inside a building, the Name *field should be set to inherit from its parent by using the building and room number tokens. Snippet:* `[:bldg:] [:room:]`

2. Edit the *Common Name* of the location as desired.

    NOTE: The Common Name *acts as a nickname for a location (i.e. Dakota Ballroom or Towers). This field is optional and is often left blank.*

3. Edit the *Abbreviation* of the location as desired.

    NOTE: This field should almost always be set to inherit. The abbreviation is the abbreviated form of the parent location that is entered when first adding the location to Athena.

4. Edit the *Building* as needed.

    NOTE: This field should almost always be set to inherit, except when the location is a building itself.

5. Edit the *Room Number* of the location as desired.

    NOTE: The Room Number *should only contain the numbers of a room followed by any letters for that specific office or space (e.g. 130E). What is entered here can be used as the [:room:] token.*

6. Edit the *Description* of the location as desired.

Coordinates

Latitude	Longitude
44.798361	-91.498972
☑ Inherit value: **44.798361**	☑ Inherit value: **-91.498972**

Contact Info

Phone

Fax

Email

Link / Page

Link URL

Please include http:// or https://. This link should point to the web page that serves as the primary place of information for this location.

-OR- Page

🔍 ❌

Link to an Athena page instead of a URL. If specified, this will override the link URL.

7. Edit the *Latitude* and *Longitude* as desired.

   NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, you can provide latitudinal and longitudinal coordinates to help with Google Maps-style navigation. *Learn how to find the coordinates of a place using Google Maps*.

8. Edit the *Phone*, *Fax*, and *Email* as desired.

   NOTE: The phone, fax, and email should normally be *added to the Unit via the Info tab*, except where the location phone number, fax, and email needs to be more specific than the Unit would allow.

Media

Primary Image

🔍 🖼️

☑ Inherit from parent location

This is the image that will be used to represent the location wherever a photo is required. This is separate from the Images tab, which is intended to store a collection of phoots.

Types

Location Types

🔍 Search..	Selected Items
Building	Office
Campus	
Classroom	
Commons	
Computer Lab	
Conference	
Department	
Field	
Gender Neutral	

9. Edit the *Link URL* (legacy) or *Page* (preferred) as desired.

10. Edit the *Primary Image*

    NOTE: Add a primary image that can be associated with the location. This image will be used to represent the location wherever a photo is required. This is separate from the images tab.

11. Select the appropriate *Location Types*.

    NOTE: It is important to select the appropriate location type (i.e. for Schofield Hall, select the "Building" type; for Schofield 130, select the "Office" type).

12. Click **Save.**

13. Proceed to the *Relationships tab*.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at 715-836-5711 or helpdesk@uwec.edu.