

# Athena Locations: Editing a Location: Relationships Tab

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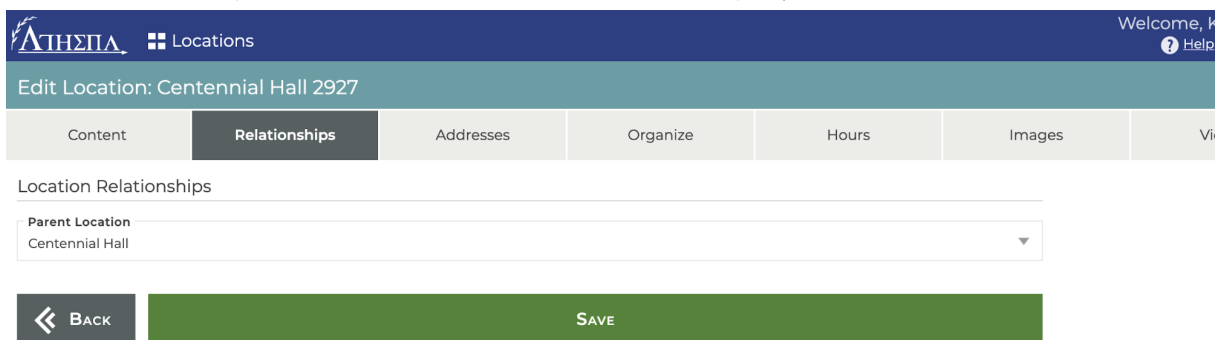
*NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.*

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

This article is for editing the relationships tab in the Location app in Athena.

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

*NOTE: When changing a parent location, all descendants will be impacted. 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).*



The screenshot shows the Athena Locations app interface. At the top, there is a dark blue header with the Athena logo and the text 'Locations'. On the right side of the header, it says 'Welcome, K' and has a 'Help' icon. Below the header is a teal bar that says 'Edit Location: Centennial Hall 2927'. Underneath this is a horizontal menu with tabs: 'Content', 'Relationships' (which is selected and highlighted in dark grey), 'Addresses', 'Organize', 'Hours', 'Images', and 'Vi'. Below the menu, the 'Location Relationships' section is visible. It contains a 'Parent Location' dropdown menu with 'Centennial Hall' selected. At the bottom of the form, there are two buttons: a dark grey 'BACK' button with a left-pointing arrow, and a large green 'SAVE' button.

2. Click **Save**.
3. Proceed to the [Addresses tab](#).

## Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).