

Athena Locations: Editing a Location: Relationships Tab

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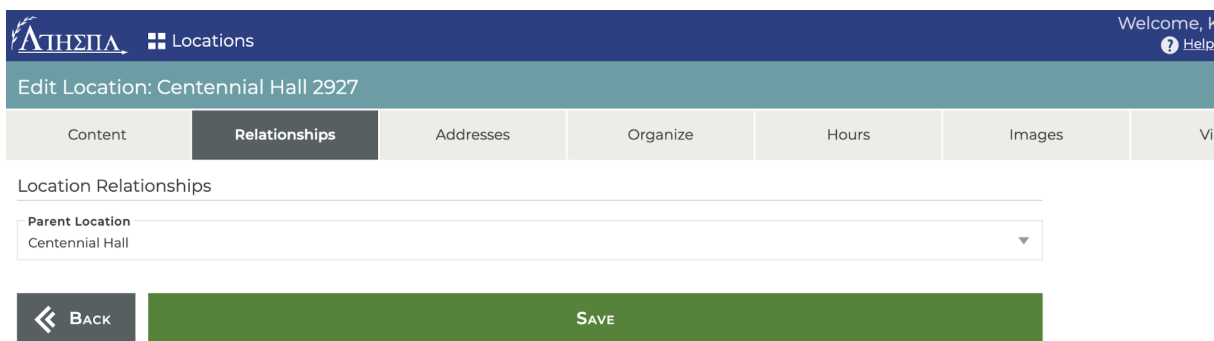
NOTE: If you do not see this option in the menu, you do not have [permissions to this area](#). Contact the Help Desk if you think you should have access but do not.

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 "Help". Below the header, there is a teal bar with the text "Edit Location: Centennial Hall 2927". Underneath this bar is a navigation menu with tabs: "Content", "Relationships" (which is highlighted in dark blue), "Addresses", "Organize", "Hours", "Images", and "Vi". Below the navigation menu, the page title is "Location Relationships". There is a dropdown menu labeled "Parent Location" with "Centennial Hall" selected. At the bottom of the form, there are two buttons: a dark blue "BACK" button with a left-pointing arrow and a 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.