

# Athena Locations: Editing a Location: Addresses Tab

Last Modified on 04/22/2022 10:53 am CDT

*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](#).*

## Physical Street Address

The physical street address for a location is used for way-finding and Google Maps-style navigation. For buildings or other standalone structures, the physical street address should reflect the official street address as set by Facilities. For offices and other internal locations, the physical street address should almost always be set to inherit.

*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. See [Editing the Content Tab](#) for more information on adding latitude and longitude. In these cases, Physical Street Address Line 1/2 should be left blank with Physical Street Address City/State/Zip set to inherit.*

The screenshot shows the 'Edit Location: Centennial Hall 2927' page in the Athena Locations system. The 'Addresses' tab is selected. The 'Physical Street Address' section contains the following fields:

- Address Line 1:** 1698 Park Avenue. Inherit value: 1698 Park Avenue. Tokens: [ :abbr: ] [ :bldg: ] [ :room: ]
- Address Line 2:** Inherit value: (n/a). Tokens: [ :abbr: ] [ :bldg: ] [ :room: ]
- City:** Eau Claire. Inherit value: Eau Claire
- State:** WI. Inherit value: WI
- ZIP:** 54701. Inherit value: 54701

1. Enter the Physical Street Address: Address Line 1.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be left blank.*

2. Enter the Physical Street Address: Address Line 2.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be left blank.*

3. Enter the Physical Street Address: City.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

4. Enter the Physical Street Address: State.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

5. Enter the Physical Street Address: Zip.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

## Mailing Address

The mailing address for a location is used for mailing and delivery; therefore, it should adhere to official postal guidelines. Most locations should inherit the standard PO Box 4004; an exception, for example, would be the residence halls. To aid in long term maintenance, as many values as possible should be set to inherit.

*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. See [Editing the Content Tab](#) for more information on adding latitude and longitude. In these cases, all Mailing Address fields should be set to inherit.*

Mailing Address

Address Line 1 105 Garfield Avenue <input checked="" type="checkbox"/> Inherit value: 105 Garfield Avenue		
Address Line 2 PO Box 4004 <input checked="" type="checkbox"/> Inherit value: PO Box 4004		
City Eau Claire <input checked="" type="checkbox"/> Inherit value: Eau Claire	State WI <input checked="" type="checkbox"/> Inherit value: WI	ZIP 54702-4004 <input checked="" type="checkbox"/> Inherit value: 54702-4004

[← BACK](#) [SAVE](#)

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1. Enter the Mailing Address: Address Line 1.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

2. Enter the Mailing Address: Address Line 2.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

3. Enter the Mailing Address: City.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

4. Enter the Mailing Address: State.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

5. Enter the Mailing Address: Zip.

*NOTE: If the location does not have a physical street address, such as a landmark like The Sprites, this field should be set to inherit.*

6. Click **Save**.
7. Proceed to the [Organize tab](#).

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### **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).

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