

Athena Locations: Editing a Location: Organize 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 Categories and Keywords in the Organize tab in the Locations app in Athena.

1. Edit the applicable *Units* as desired.

NOTE: Primary Units for a location are set by the Primary Location selector in the [Info tab of the Units app](#).

The screenshot shows the 'Edit Location: Upper Campus' interface in the Athena Locations app. The 'Organize' tab is selected, showing a list of units on the left and a 'Selected Items' list on the right. The 'Selected Items' list currently contains 'UWEC'. Below the units list is a section for 'Keywords and Categories' with a 'Selected' field.

Units	Selected Items
Academic Affairs/Provost	UWEC
Academic Skills Center	
Academic Testing	
Academics	
Accounting + Finance	
Accounts Payable	
Activities, Involvement and Leadership	
Administration and Finance	
Administrative Support + Knowledge Center	

Keywords and Categories

Selected

2. Add/remove *Categories* and *Keywords* as desired.
3. Click **Save**.
4. Proceed to the [Hours tab](#).