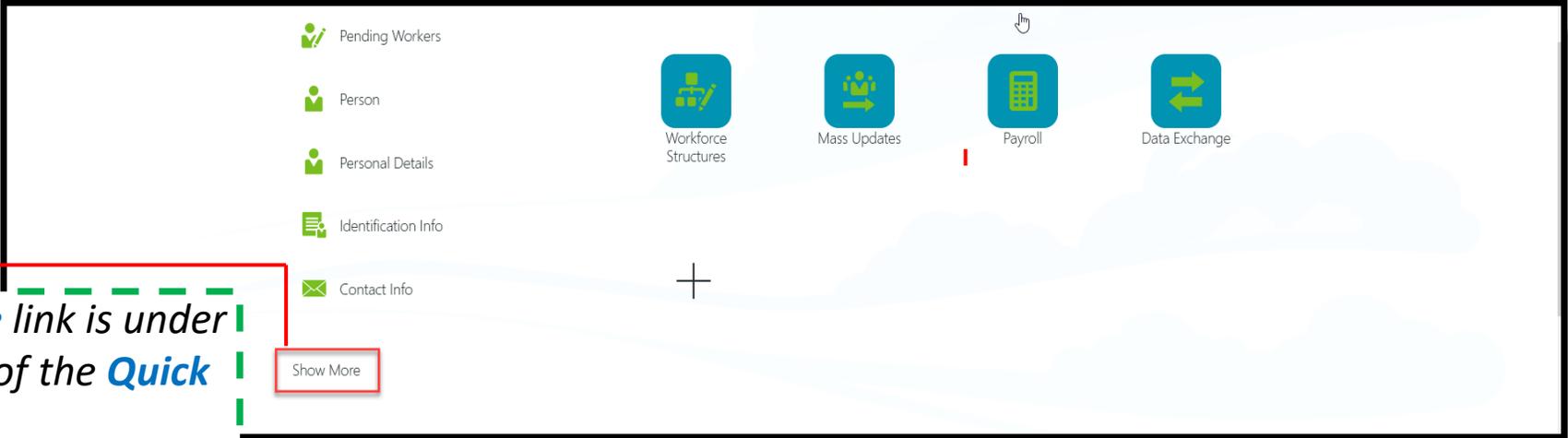


Change Location via Quick Actions

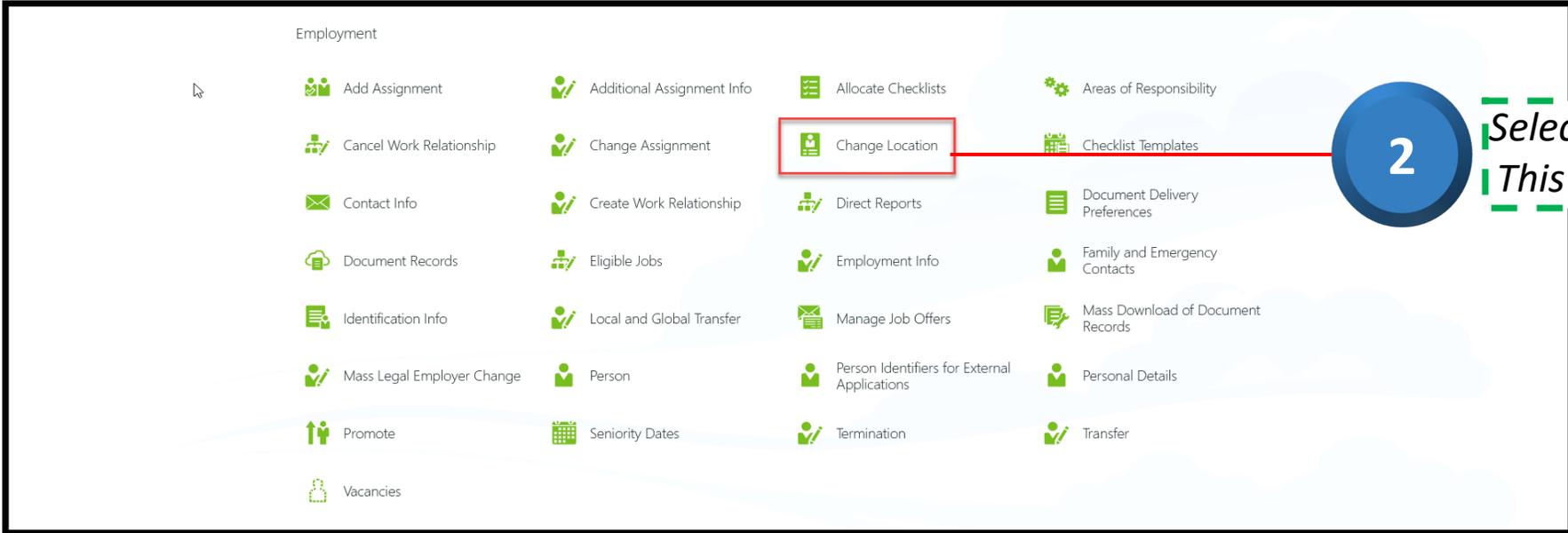
1

Select the **Show More** link is under the same column as of the **Quick Actions**



2

Select the **Browse Catalog** button. This will open a new browser tab.



Change Location via Quick Actions



< Change Location

3

*Key the employee's name or employee number in the **Search Person** field on the Change Location Page*

Search Person

Faye Hunt

Advanced Search:Faye Hunt

Name	Business Title	Work Email	Person Number
FH Faye L Hunt	32160 - Sheriff Processing Tech Sr	TEST_flhunt@dekalbcountyga.gov	001426

Change Location via Quick Actions

FH Faye L Hunt

Change Location

Submit Cancel

1 When and Why

*When does the location change start?
3/2/22

*What's the way to change the location?
Location Change

Why are you changing the location?

Continue

4

Key in the date for **“When does the location change start?”**

The calendar icon may also be selected, and the date selected from the calendar

Change Location via Quick Actions

 **Change Location**
Faye L Hunt

1 When and Why

*When does the location change start?

*What's the way to change the location?

Why are you changing the location?

5

Click on the **Continue** button.

Note: Enter the action reason in the **“Why are you changing the location?”** Drop-down list.

Change Location via Quick Actions

2 Location

Location

SO-

Name	Code	Town or City	Country Name
SO-ACHF - SO-Chief	SO-ACHF	Decatur	United States
SO-ADAT - SO Data Information System	SO-ADAT	Decatur	United States
SO-ADMN - SO-Sheriff Administrative	SO-ADMN	Decatur	United States
SO-AMED - SO-Medical Services Unit	SO-AMED	Decatur	United States
SO-AOPS - SO-Operation of Professional	SO-AOPS	Decatur	United States

3

6

On the **Location page**, select the new location from the list of values. Users may also key in the search criteria.

2 Location

Location

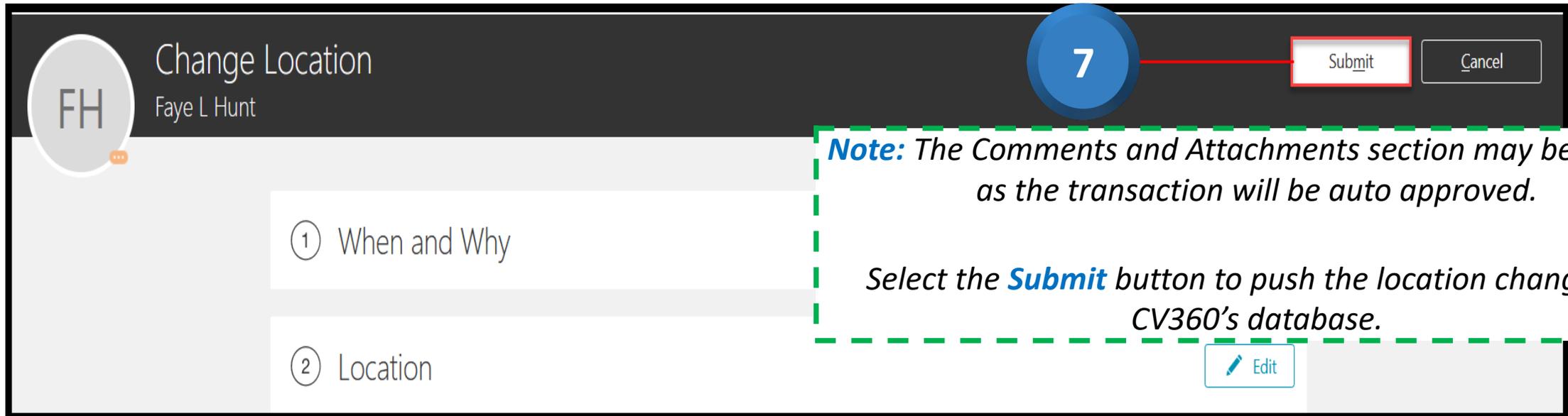
SO-ACHF - SO-Chief

Continue

6

Select **Continue** and move to **Comments and Attachments**

Change Location via Quick Actions



Change Location
Faye L Hunt

FH

- 1 When and Why
- 2 Location

7

Submit Cancel

Note: The Comments and Attachments section may be skipped as the transaction will be auto approved.

Select the **Submit** button to push the location change into CV360's database.

Edit