

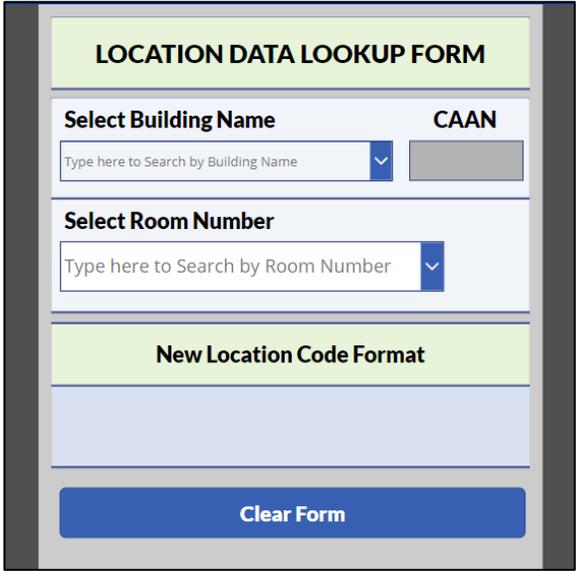
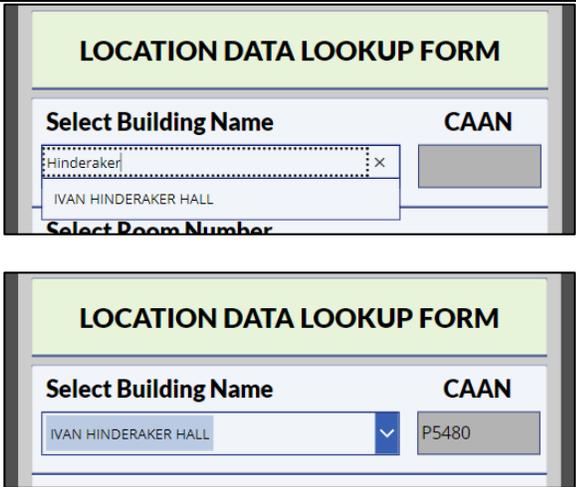
# Validate and Translate Location

This document outlines the process to Validate and Translate the workstation location data for entry into UCPATH

## Validation and Translation Tool:

- [Location Code Tool](#)

### Using the Location Code Tool

<ol style="list-style-type: none"><li>1. Access the Location Code Tool (You may need to log in to the UCR network)</li></ol>	
<ol style="list-style-type: none"><li>2. Click the Select Building Name box to search for the building. The list of buildings will filter based on your input. <i>Ex. Hinderaker</i><ol style="list-style-type: none"><li>a. To clear text or selections, click the “x” next to the text field, or to clear the whole form click the Clear Form box at the bottom.</li></ol></li><li>3. Once the building name is selected it will be highlighted within the box and the CAAN number (FMS building code) will populate in the CAAN box for reference.<ol style="list-style-type: none"><li>a. Make sure to click the name that pops up in the drop down when searching, otherwise the form won’t process the selection and you won’t be able to pull up any room numbers in the next section</li></ol></li></ol>	

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4. Click the Select Room Number box to search for the associated room in the building.

*Ex. 2148D*

- a. If you are unable to locate the appropriate room number, please report to [kameron.johnson@ucr.edu](mailto:kameron.johnson@ucr.edu)

**LOCATION DATA LOOKUP FORM**

Select Building Name: CAAN  
IVAN HINDERAKER HALL P5480

Select Room Number  
Type here to Search by Room Number

- 0102
- 0102A
- 0102B
- 0102C
- 0102D
- 0102E

5. Once the Room Number is selected it will be highlighted within the box and the form will generate the valid UCPATH Location Code for the building and room

*Ex. 4802148D*

- a. Make sure to click the room number that pops up in the drop down when searching, otherwise the form won't process the selection and will not generate the location code
6. The valid Location Code can be used directly in the UCPATH transaction Location fields

**LOCATION DATA LOOKUP FORM**

Select Building Name: CAAN  
IVAN HINDERAKER HALL P5480

Select Room Number  
2148D

**New Location Code Format**

**4802148D**

Clear Form