

## Revise Parent-Child Relationships Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Add Fixed Asset</b> link. 
4.	Click the <b>Parent History Inquiry</b> link. 
5.	Complete the <b>Tag Number</b> field - you can use either the parent or child's Tag Number.
6.	Click the <b>Find</b> button. 
7.	Click the check box 
8.	Click the <b>Select</b> button. 
9.	Click in the <b>Parent Number</b> field. 
10.	Enter the new parent number's Tag Number in the <b>Parent Number</b> field.
11.	Click the <b>OK</b> button. 
12.	Enter today's date in the <b>Effective Date</b> field.
13.	Click the <b>OK</b> button. 
14.	Click the <b>Find</b> button. 
15.	The Parent History Inquiry records the Beginning and Ending dates the Fixed Asset is associated with a Parent Number.
16.	Click the <b>Close</b> button. 
17.	You have successfully completed this lesson. <b>End of Procedure.</b>