

Viewing/Editing an Asset Introduction

📅 Wed, Jan 17, 2024 📁 [Viewing/Editing an Asset](#)

It's possible that information concerning Assets may need to be viewed or even edited at some point and this can be done simply by clicking the "Asset Search" button.

1. Once clicked, the Asset Search screen appears. This is where the details of the search are specified to make sure the correct Asset(s) is found. The only field information that is mandatory is the Client but by entering the other details, a more precise search can be conducted. The Buildings, Building Format, Equipment Types and Manufacturers fields are all separate menus where one or more items can be ticked and the Status field is where it is possible to view Assets by their status (see below). It is also possible to bring back a list of Assets using Warranty, whether they are managed or not and whether they are operational or not. It is also possible to search by a specific Asset Number. Once the required details have been entered, click "OK" to perform the search.

Note: If a building is no longer managed any assets for that building will not be returned unless the "Not Managed" box at the bottom of the Asset Search screen is ticked (i.e if the user requires to see all assets including assets for not managed buildings then this box will need to be ticked, if the user is not interested in seeing any assets at building that are no longer managed then leaving the box unticked will not show them in the list).

Asset Search

Clients: Currently 1 client selected

Buildings: Click here to make a selection

Building Formats: Click here to make a selection

Equipment Types: Click here to make a selection

Status:

- Decommissioned
- In Service
- In Storage
- Isolated
- Out of Service
- Scrapped

Manufacturers: Click here to make a selection

Warranty: All

Asset Number:

Not Managed:

Operational:

OK Cancel

2. A list of all the Assets, as defined by the search criteria, appears. To view an Asset, double click an item in the list or select an item and click the "Next" button.

3. When viewing an Asset, it is possible to see and edit all the information that was added to the Asset during the creation process. It's also possible to view the history of the selected Asset by going to the "History" tab. In this tab, Users can view three types of history relating to the Asset:

- Location History provides an audit trail of any changes in location, whether that is an area within the Building in which the asset is currently associated or to an alternative Building.

Select history to view Location History Associated Work Order Status Changes

Action	Change Date	Change User	Building	Block	Level	Area	Location	Location Extra
Created	23/04/2018 - 13:11	Catering	Red Building	Main Building	Ground Floor	Common Areas	Restaurant	

Close Save

Asset Details
 Warranty
History
 System
 FGas
 Meter
 Availability

· Associated Work Order History provides an audit trail of all work orders created which has the asset associated. This shows details of dates, costs & type of fault.

Select history to view
Location History **Associated Work Order** Status Changes

Work Order N°	Resource Name	Scheduled Start Date	Scheduled End Date	Reason Type	Type Of Work...	Symptom	Total Cost
3038107	Catering	09/01/2020 16:29		Wear and Tear/Bre...	Reactive	Burnt Out	£0.00
3050386	Catering	02/12/2019 13:55		Wear and Tear/Bre...	Reactive	Burnt Out	£67.00

Summary Information - showing 2 of 2
Advanced Filter Clear Filter

Original Purchase Cost	£0	Work Order Total Cost	£67.00	% Purchase Cost	100 %
Replacement Cost	£0	Filtered Work Order Cost	£67.00	Filtered % Purchase	100 %

Close Save

The User is able to filter this list using the "Advanced Filter" option. This provides the option to filter by Start and End Date, Type Of Work Order, Resource and Currency. Clicking "OK" will apply this and filter down the view.

Filter

Scheduled Start Date

Scheduled End Date

Type Of Work Order Reactive

Resource First In Service (Catering)

Currency Great British Pounds

· Status Change History provides an audit trail of any changes in status which the asset has experienced. For example if the asset was moved from in service to out of service.

Select history to view Location History Associated Work Order **Status Changes**

Date	User Name	Status	Change Reason
23/04/2018 - 13:11	Catering	In Service	New

Close Save

Note: The screenshot shows a sidebar on the right with buttons for Asset Details, Warranty, History (highlighted), System, F-Gas, Motor, and Availability.

4. Once any changes have been made, click "Save" to apply them. If the Asset was only being viewed, click "Close".

Viewing a Manufacturer

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=122>