Listing/Editing Assets Introduction

It's possible that information concerning Assets may need to be viewed or even edited at some point and this can be done through the "Asset" tab too:

1. Clicking the "Assets" tab will display the Assets page along with the Search Assets pop up. The user can also get to this by clicking the "List Assets..." button.

2. The Search Assets pop up has two fields: Search Assets and Building. If the User has the exact Asset Number then they can enter it into this field and click "Search" to locate it. If the Asset Number is not present, select the Building from the Building drop down menu. Click "Search" to search for Assets at the selected Building.

3. A list of results for the search are displayed. By default, the list will only show Assets with a status of In Service but this can be removed by clicking the Remove button. Click an Asset in the list to open it. Here, the User can see the details of the selected Asset and any extra information about it.

Using the "Edit Asset" action, the User is given the ability to change details about the selected Asset (this is the same creating an Asset).

Actions «

Asset Details | **History**

Asset Number: Emergency Lighting CBU - Fictive Asset 007907 | Refresh

Add/Edit/View Documents

Add/Edit/View Custom Data

Edit Asset

Asset Number	Emergency Lighting CBU - Fictive Asset 007907
Known As Name	Emergency Lighting CBU - Fictive Asset 007907
Quantity	
Equipment Type	Central Battery Unit
Condition	
Risk	
Status	In Service
Manufacturer	Unknown
Model Number	
SFG Code	
Serial Number	
Purchase Date	
Last Upgrade/Refurb Date	
Life Expectancy (years)	
Depreciation Period (months)	
Purchase Price	
Replacement Cost	
EnergyRating (KW)	
Date Last Checked	
Operational?	Yes

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