## Listing/Editing Assets Introduction

## 💾 Fri, Jan 19, 2024 🛛 🖿 Listing/Editing Assets

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.

Actions «	Click List Assets to specify assets to view	Search Assets		×
List Assets Create Asset		Search Assets Building	Search Cancel	

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.

Assets   <u>Refresh</u>										<u>Filter</u>	Search   Expo
Total: 2672	2672 1 2 3 4 5 6 7 8 9 10 >> >  Show 10, 15, 25, 50, 75, 10						, 50 , 75 , 100 per pa				
Asset Number	Asset Type	Known As	Building Name	Equipment Type 📥	Sub Equipment Type	Level	Area	Location	Location Extra	Status	Manufacturer
Emergency Lighting CBU - Fictive Asset 007907	J Physical	Emergency Lighting CBU - Fictive Asset 007907	(00975) Woking	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 008017	J Physical	Emergency Lighting CBU - Fictive Asset 008017	(01200) Manchester, Market Street	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 007864	J Physical	Emergency Lighting CBU - Fictive Asset 007864	(00080) Kettering	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 007891	J Physical	Emergency Lighting CBU - Fictive Asset 007891	(00821) Watford	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 007949	J Physical	Emergency Lighting CBU - Fictive Asset 007949	(00675) Aberdeen Bon Accord Centre	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 007835	J Physical	Emergency Lighting CBU - Fictive Asset 007835	(00699) Peterhead	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBU - Fictive Asset 007943	J Physical	Emergency Lighting CBU - Fictive Asset 007943	(00642) Montrose	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown
Emergency Lighting CBI	J Physical	Emergency Lighting CBU	(00083) Bedford	Central Battery Unit		Default Level	Default Area	Default Location		In Service	Unknown

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).

Assets > Asset (Emerge	ncy Lighting CBU - Ficti	ve Asset 0079	07) >					
Actions «	Asset Details	History						
	Asset Number: Emergency Lighting CBU - Fictive Asset 007907   <u>Refresh</u>							
			Asset Number	Emergency Lighting CBU - Fictive Asset 007907				
			Known As Name	Emergency Lighting CBU - Fictive Asset 007907				
Add/Edit/View			Quantity					
Documents			Equipment Type	Central Battery Unit				
			Risk					
			In Service					
			Manufacturer	Unknown				
			Model Number					
Add/Edit/View			SFG Code					
Custom Data			Serial Number					
Edit Asset			Purchase Date					
			Last Upgrade/Refurb Date					
			Life Expectancy (years)					
		L	Pepreciation Period (months)					
			Purchase Price					
			EnergyDeting (KW)					
			Energykaung (KW)					
			Operational 2	Vor				
			Operational	Tes				

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