

# 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

List Assets...

Create Asset...

Search Assets

Search Assets

Building

Start typing here to populate the list below...

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   Refresh										
Filter...   Search...   Export										
Total: 2672										
Asset Number	Asset Type	Known As	Building Name	Equipment Type	Sub Equipment Type	Level	Area	Location	Location Extra	Status
Emergency Lighting CBU Physical		Emergency Lighting CBU (00975) Woking		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007907		- Fictive Asset 007907								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (01200) Manchester, Market Street		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 008017		- Fictive Asset 008017								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00080) Kettering		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007864		- Fictive Asset 007864								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00821) Watford		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007891		- Fictive Asset 007891								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00675) Aberdeen Bon Accord Centre		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007949		- Fictive Asset 007949								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00699) Peterhead		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007835		- Fictive Asset 007835								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00642) Montrose		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007943		- Fictive Asset 007943								Unknown
Emergency Lighting CBU Physical		Emergency Lighting CBU (00083) Redford		Central Battery Unit		Default Level	Default Area	Default Location		In Service
- Fictive Asset 007943		- Fictive Asset 007943								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).

**Actions** <<

  
Add/Edit/View Documents

  
Add/Edit/View Custom Data

  
Edit Asset

**Asset Details** **History**

**Asset Number: Emergency Lighting CBU - Fictive Asset 007907 | [Refresh](#)**

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

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