

Asset Attributes

Asset Attributes allows you to capture extra information about your assets. You can set up a form of fields / questions and then associate the form to a collection of assets.

You can set up as many forms as you would like and associate the *Asset Attribute* to one or more assets. In each asset you can access the *Asset Attributes* tab where you can add asset attributes:

The screenshot shows the 'Asset Attributes' tab for an asset named 'Extinguisher1'. The asset class is 'Carbon Dioxide Type Extinguishers' and the site is 'Haddenham & Thame Parkway'. The 'Asset Attributes' tab is highlighted with a red box. The form contains several sections: 'Main' with a 'Date' field; 'Section 1' with 'Additional Information' (text field), 'Tagged' (radio buttons for Pass, Fail, n/a), 'Working' (radio buttons for Yes, No, n/a), 'Lease start date' and 'Lease end date' (date pickers), and a 'Photo' field; 'Section 2' with 'Fire extinguisher labels on place' (radio buttons for Yes, No, n/a) and 'Pressure' (dropdown menu); and 'Readings' with a 'View All' button, 'Current Entry: 1', 'Total Entries: 1', and a 'Reading 1' field.

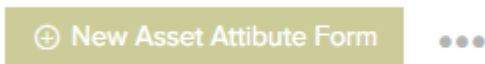
To create a new asset attribute form, first go to the *Assets List*, The triple dot button in the top right corner of the grid will reveal -> *Asset Attributes*:

The screenshot shows the 'Asset Attributes' list table. The table has columns for 'Form Name', 'Created By', and '# of Assets'. There are two rows: 'Asset Attributes 1' and 'New Form'. The 'New Form' row is highlighted. The table is filtered to show 10 items per page. The 'New Asset Attribute Form' button is visible in the top right corner of the table.

Form Name	Created By	# of Assets	
Asset Attributes 1	Facilities Manager	9	EDIT FORM ALLOCATE ASSETS VIEW ASSET DATA
New Form	Facilities Manager	0	EDIT FORM ALLOCATE ASSETS VIEW ASSET DATA

Then click *New Asset Attribute Form* in the right hand corner of the page where you can then add fields for the Asset

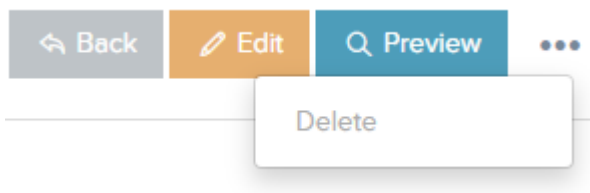
Attribute form:



The three dots beside this button displays the option to download the grid as an excel sheet:



Clicking on either the form name, OR *Edit Form* will bring you to the form details page; the populated page where you can make changes by selecting *Edit* in the top left corner. You also have the option to *Preview* and *Delete*.

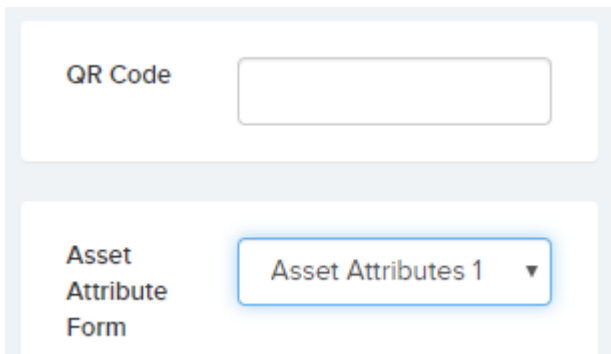


You can associate the particular asset attribute form to assets on the *Asset Attribute* page (as well as in the *Asset Attributes* tab when viewing the asset). This is completed by selecting *Allocate Assets* for the form you'd like to do this with:



You can also associate an asset to the *Asset Attribute Form* from the *Asset Details* page, either when you edit the asset details or create a new one. This is a quick way to associate a new asset to the asset attributes form. You will

see a drop-down of all your previously created asset attribute forms on the asset details page:



The image shows a screenshot of a web interface. At the top, there is a section labeled "QR Code" with an empty input field. Below this, there is a section labeled "Asset Attribute Form" with a dropdown menu. The dropdown menu is currently open, showing "Asset Attributes 1" with a downward arrow.

View Asset Data allows you to view and export the extra information:

