

# 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 selected. The table has a 'New Asset Attribute Form' button in the top right corner. The table also has a 'Help' button at the bottom.

Form Name	Created By	# of Assets	
Asset Attributes 1	Facilities Manager	9	<a href="#">EDIT FORM</a> <a href="#">ALLOCATE ASSETS</a> <a href="#">VIEW ASSET DATA</a>
New Form	Facilities Manager	0	<a href="#">EDIT FORM</a> <a href="#">ALLOCATE ASSETS</a> <a href="#">VIEW ASSET DATA</a>

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.

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