

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 is classified as 'Carbon Dioxide Type Extinguishers' and is located at '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*:

			⊕ New Asset Attribute Form ⊕ Asset Date Report ⋮		
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

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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:

