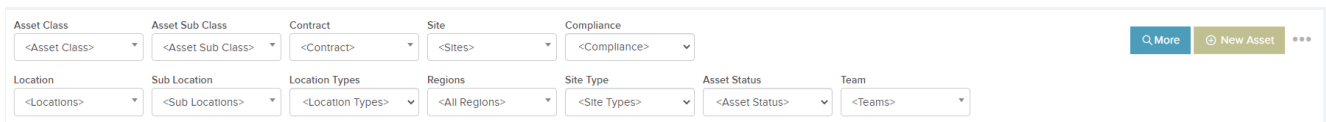


Assets List

The *Assets* list displays all your assets. You can create a new asset from this view by selecting the *New Asset* button at the top-right of the page:

The *Assets* list can be filtered by selecting the *Filters* button shown above, which will reveal a number of filtering options:

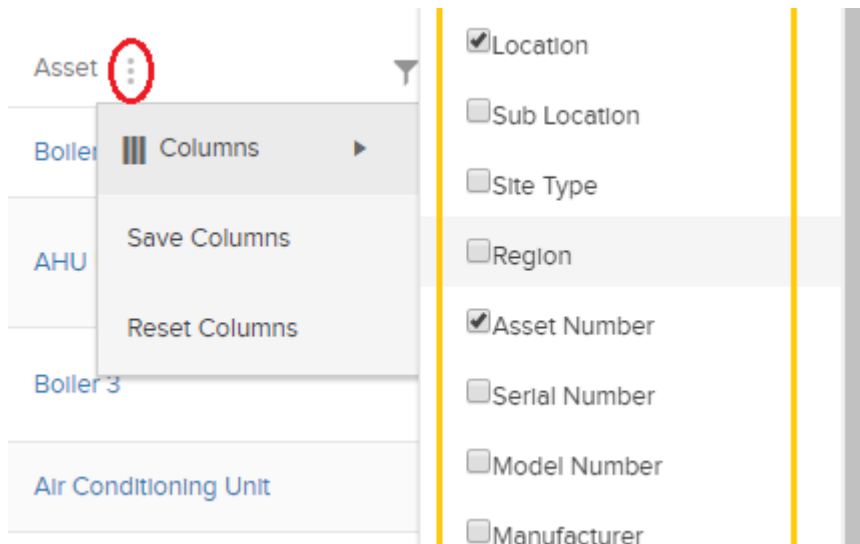


The screenshot shows a filter bar with the following sections and options:

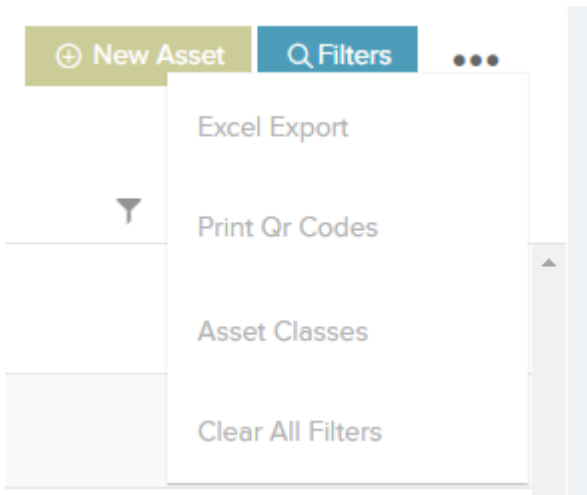
- Asset Class:** <Asset Class>
- Asset Sub Class:** <Asset Sub Class>
- Contract:** <Contract>
- Site:** <Sites>
- Compliance:** <Compliance>
- Location:** <Locations>
- Sub Location:** <Sub Locations>
- Location Types:** <Location Types>
- Regions:** <All Regions>
- Site Type:** <Site Types>
- Asset Status:** <Asset Status>
- Team:** <Teams>

On the right side of the filter bar, there are three buttons: a blue button with a magnifying glass icon and the text "More", a green button with a plus icon and the text "New Asset", and a grey button with three dots.

You can also sort the grid by selecting any of the column headings, or refine the grid further by choosing which columns you wish to display. This can be done by selecting the three dots next to the *Asset* column heading:



Beside the *New Asset* button, you can select the options below:



- **Excel Export** – This allows you to export the Assets list to an excel sheet.
- **Print QR Codes** – This opens a page containing all the QR Codes associated with the Asset List in a printable format. From this page there is an option to download all QR codes to a PDF:
- **Asset Classes** – This shows all current asset classes, and allows you to *Add Asset Class*, or edit / delete an existing class:
- **Clear All Filters** – This will remove any filters that have been applied to the *Assets* grid.

To create an Asset select *New Asset* in top right corner:



This will lead you to a page where you can populate the asset data and save in order for the asset to be added to the *Asset List*. Make sure to hit save in order to save your new asset to the *Assets List*:

